
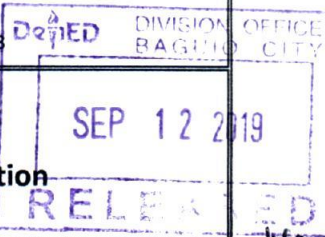
	GENERAL QUALITY FORM		Document Code: Revision: 00 Effectivity date: 8-20-18	
	DIVISION MEMORANDUM		Name of Office: SGOD-HRD Section	

Office of the Schools Division Superintendent
 Division Memorandum Number 440s., 2019

REQUEST FOR SUBMISSION OF VIDEOS and PHOTO OF NOMINEES FOR 2019 PAMMADAYAW

To: Public and Private School Heads
 All other concerned

1. The PRAISE Committee requests all nominees for 2019 Pammadayaw to submit an electronic 2 x 2 photo and a one-minute video that depicts their profile and highlights of their accomplishments from October of the previous year to September of the current year. The videos/photo will be shown during the awarding program on **October 4, 2019**.
2. The video presentation guidelines are as follows:
 1. Creative and presentable. May include a background music but not too loud preferably ballad songs
 2. Video should not be longer than one –minute
 Time distribution: 10 seconds- profile of the nominee
 30 seconds- exemplar achievements
 12 seconds- impact of the achievements to the learners and clients.
 3. Align the accomplishments to be shown in the documents submitted.
 4. Highlight the exemplar achievements only (avoid inclusion of videos on just merely attending a training, conferences, activities).
 5. For schools, feature the programs, projects and activities initiated.
3. Have the video be reviewed by the chairperson or member of award category before submitting at the ICT Section Office via email address depedbaguiocty@gmail.com on or before **September 27, 2019**.
4. Immediate dissemination and compliance to this memorandum is desired.


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 Schools Division Superintendent