



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
 DIVISION OF DAVAO DE ORO
 RECORDS SECTION

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Office of the Schools Division
 Superintendent

October 7, 2025

DIVISION MEMORANDUM

No. 1399 series 2025

**COMPOSITION OF THE SOCIAL MEDIA AND COMMUNICATION TEAM FOR 2025
 DDOPAA MEET SPORTS COVERAGE**

TO : **WILFREDO P. TAKASAN** - **SGOD EPS**
BOB DYLAN S. MILABAT - **IT OFFICER**
ALL CONCERNED PSDSs AND DCPs
ALL CONCERNED ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

1. The Schools Division Office of Davao de Oro organizes the **Social Media and Communication Team** for the **2025 Davao de Oro Provincial Athletic Association (DDOPAA) Meet** sports coverage, scheduled on **October 9–14, 2025**, in **Pantukan**, to ensure comprehensive and dynamic media coverage of the event.
2. This initiative aims to efficiently disseminate information through various media platforms, promote event activities, highlight significant moments of the DDOPAA Meet, and provide opportunities for school paper advisers and student journalists to enhance their skills in sports journalism.
3. Prior to the activity, a meeting with the newly trained Administrative Officers (AOs) from different districts will be held on **October 8, 2025, at 8:30 a.m.** at the **Division Training Center, Nabunturan, Davao de Oro**, while another meeting with the **School Paper Advisers and student journalists** from the **Special Program in Journalism (SPJ) of Magnaga National High School** will take place on **October 9, 2025 at Kingking Central Elementary School**.
4. The **Core Committee** shall be composed of the following:
 - 4.1. Team Leader.** Supervises overall operations and ensures timely and quality outputs.
 - 4.2. Assistant Team Leader.** Assists in planning, decision-making, and task execution. Takes charge in the Team Leader's absence.
 - 4.3. Technical/Production Directors.** Manage technical aspects such as photography, videography, newsletter production, and live streaming, ensuring high-quality outputs.
5. The subcommittees and their respective tasks are as follows:
 - 5.1. Newsletter Team.** Produces newsletters summarizing event highlights.
 - 5.2. PubMat Team.** Designs promotional materials, including posters and infographics.
 - 5.3 Livestreaming Team.** Handles live video coverage of major events and ceremonies.



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- 5.4. Field and Data Gathering Team.** Collects real-time data, interviews, and multimedia content.
- 5.5. Articles Editor.** Reviews and edits written materials to ensure accuracy and adherence to standards.
- 5.6. Mobile Journalism Team.** Utilizes mobile devices for quick, high-quality reports and updates.
6. The responsibilities and deliverables of the teams are outlined as follows:
- 6.1. Pre-Event Task.** The design and dissemination of promotional materials, including teasers and announcements, as well as coordination with event organizers and participating schools to finalize coverage plans
- 6.2. During the Event.** Real-time coverage will be provided through livestreams, newsletters, and mobile journalism updates, while capturing photos and videos of key moments and ceremonies, and compiling interviews and data for detailed articles and reports.
- 6.3. Post-Event Tasks.** The finalization of newsletters, event highlights, and comprehensive documentation will be followed by the submission of media outputs to the Schools Division Superintendent for official use and archiving.
7. The complete composition of social media and communication team are as follows:

Core Team	Position	Office / School
Wilfredo P. Takasan	Team Leader	SDO-Davao de Oro
Bob Dylan S. Milabat	Assistant Team Leader	SDO-Davao de Oro
Ralf Tabanyag	Technical/Production Director	Maparat NHS
Marlon Suazo	Technical/Production Director	New Bataan NHS
Michael F. Cantones	School Paper Adviser	Magnaga NHS
Jhur Aiza S. Anudin	School Paper Adviser	Magnaga NHS
Joanne N. Donguila	School Paper Adviser	Magnaga NHS
Charlene May R. Asani	School Paper Adviser	Magnaga NHS
James Fullido	Journalist	Magnaga NHS
Shane Cifra	Journalist	Magnaga NHS
Angeline Dumaluan	Journalist	Magnaga NHS
Krisher Alvarico	Journalist	Magnaga NHS
Precious Rhena Bacietes	Journalist	Magnaga NHS
Marchy Mae Boctot	Journalist	Magnaga NHS
Shanna Salauden	Journalist	Magnaga NHS
Liel Helaina Francisco	Journalist	Magnaga NHS
Jelian Repamonte	Journalist	Magnaga NHS
William Shane Grafilon	Journalist	Magnaga NHS
Ashley Nicole Beltran	Journalist	Magnaga NHS
Reesha Gail Dela Cruz	Journalist	Magnaga NHS
Quine Jane Macompas	Journalist	Magnaga NHS
Jeramel Enriquiz	Journalist	Magnaga NHS
Mhypsy Hidalgo	Journalist	Magnaga NHS





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Chael Cris Guillermo	Journalist	Magnaga NHS
Kent Cyrus Dansigan	Journalist	Magnaga NHS
Ela Jam Pink Aliño	Journalist	Magnaga NHS
Shela Castilla	Journalist	Magnaga NHS
Kaitlen Fay Basig	Journalist	Magnaga NHS
Princess Shannyl Baylosis	Journalist	Magnaga NHS
Bernadeth Monterde	Journalist	Magnaga NHS
Grace Suansing	Correspondent	Pantukan South
Juhailyn Pantog	Correspondent	Pantukan South
Aprilene Baruiz	Correspondent	Compostela West
Sheriff Bryant Trocio	Correspondent	Compostela West
Loeylyn Panugao	Correspondent	Pantukan North
Jenalyn Sevilla	Correspondent	Pantukan North
Jozel Alegado	Correspondent	Mabini
Vincent Elvin Pusta	Correspondent	Mabini
Clinford Karry Bingil	Correspondent	Mawab
Donna Mae Tubil	Correspondent	Mawab
Harly Gingo	Correspondent	New Bataan
Francis Adrian Banag	Correspondent	New Bataan
Relieza Cantila	Correspondent	Compostela East
Jeanilyn Mosquera	Correspondent	Compostela East
Jessel Arsolon	Correspondent	Laak South
Lean Joseph Abregana	Correspondent	Laak South
Joyce Mae Lasaca	Correspondent	Monkayo East
Anabel Guipitacio	Correspondent	Monkayo east
Dyna Opena	Correspondent	Maragusan East
Glorifer Geronimo	Correspondent	Maragusan East
Angelique Aranas	Correspondent	Maco North
Shiela Salta	Correspondent	Maco North
Jorgelle Gervacio	Correspondent	Monkayo West
Christine Villa	Correspondent	Monkayo West
Analuna Maycunas	Correspondent	Maco South
Kim Jeran Amihan	Correspondent	Maco South
Cherry Mae Bonje	Correspondent	Nabunturan East
Leah Mae Nituda	Correspondent	Nabunturan East
Dynna Rose Joy Otlang	Correspondent	Nabunturan West
Kystelle Hernaez	Correspondent	Nabunturan West
Crystal Antibo	Correspondent	Montevista
Vanessa Santoyo	Correspondent	Montevista
Sheza Ann P. Joica	Correspondent	Maragusan West
Michelle D. Polea	Correspondent	Maragusan West
Joan A. Eturma	Technical Support	SDO-Davao de Oro
Donnamae F. Ongcal	Technical Support	SDO-Davao de Oro

8. The schedule for social media content and posting, along with the corresponding timeslots, will be as follows:





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Timeslot	Content/Postings	Team Involved
8:00 am	Events Schedule of the Day	Technical/Production
8:30 am	News flash	Writer
9:00 am	Livestreaming	Livestreaming Team
9:30 am	Pubmat posting (Actual Game photo)	Pubmat Team
10:00 am	News flash	Writer
10:30 am	Pubmat posting (infographics)	Pubmat Team
11:00 am	Livestreaming	Livestreaming Team
11:30 am	Mobile Journalism	Mobile Journalism Team
12:00 noon	Feature stories (article or interview)	Writer
12:30 pm	Pubmat posting (Actual Game photo)	Pubmat Team
1:00 pm	Livestreaming	Livestreaming Team
1:30 pm	Flash News	Writer
2:00 pm	Pubmat posting (infographics)	Pubmat Team
2:30 pm	Mobile Journalism	Mobile Journalism Team
3:00 pm	Livestreaming	Livestreaming Team
3:30 pm	Flash News	Writers
4:00 pm	Pubmat posting (Actual Game photo)	Pubmat Team
4:30 pm	Mobile Journalism	Mobile Journalism Team
5:00 pm	Flash News	Writers
5:30 pm	Pubmat posting (infographics)	Pubmat Team
6:00 pm	Newsletter	Newsletter Team
6:30 pm	MEDAL TALLEY Updates	Technical/Production
7:00 pm	Sports Highlights of the Day	Technical/Production

Timeslot	Content/Postings	Team Involved
1:00 pm	Livestreaming (Closing)	Technical/Production

9. This Memorandum serves as the **Authority to Travel (ATT)** for personnel whose travel is approved by the undersigned.
10. Travel and other related expenses shall be charged to the School or Division MOOE, or other available funds, following existing accounting and auditing rules and regulations.
11. For strict compliance and immediate dissemination to all concerned.

By authority of the
 Schools Division Superintendent

ARLYN B. LIM, PhD
 Chief Education Supervisor-CID

