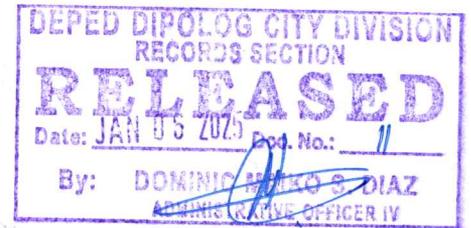




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



January 3, 2025

DIVISION MEMORANDUM

No. 11, s. 2025

EXCUSAL OF SELECTED INDIVIDUALS AND PREPARATION OF FILMING LOCATION FOR THE GSIS PABAHAY PROGRAM COLLABORATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Select School Principals
 Olingan Elementary School
 Tubod Integrated School
 Dipolog Pilot Demonstration School
 Estaka Central School
Concerned Teaching Personnel and Learners
This Division

1. In line with the partnership between the DepEd SDO of Dipolog City and the Government Service Insurance System (GSIS) Dipolog, this memorandum authorizes the excusal of the following individuals from their respective classes and workstations from **January 6-9, 2025**, to participate in the filming and production of promotional video materials for the *GSIS Pabahay Program*, in which teachers are among the beneficiaries.

2. The individuals excused for filming are the following:

- Teacher: **Ma. Venus Amatong** of Tubod Integrated School
- Student Main Characters: **Oona Ysabel R. Montano** of Dipolog Pilot Demonstration School, Grade 4 – Mendeleev, & **Eloissa Eva S. Andag** of ZNNHS Turno, Grade 11 – Leibniz
- Parent: **Melody Ranoco**, Administrative Officer II of Estaka Central School

3. Olingan Elementary School (OES) is designated as one of the filming locations and the filming day is on January 7th. In this regard, the school head of OES is directed to:

- Prepare a classroom for the shoot, ensuring it is conducive and accommodating for 20-24 pupils wearing their school uniforms.
- Ensure the presence of learners in proper school uniforms for filming purposes.
- Secure an OES school uniform for the main character, Ysabel R. Montano, to wear during the shoot.



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4. See attached waiver and consent to be accomplished by the learner-talents and their parents.
5. Participation of personnel currently on leave shall qualify them for the grant of service or compensatory overtime credits.
6. All school heads and concerned personnel are advised to extend the necessary support and cooperation to ensure the success of this collaborative endeavor. This activity seeks to highlight the benefits of the GSIS Pabahay Program and promote the welfare of our teachers and learners.
7. For clarifications and inquiries regarding this issuance, all concerned parties are directed to coordinate with:
 - Cielbert E. Dondoyano Jr.
Project Development Officer I
Division Information Officer – Alternate
0956 590 9773
8. Utmost compliance in this matter and immediate dissemination of this memorandum is directed.


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent