



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

October 20, 2025

DIVISION MEMORANDUM

No. 309, s. 2025

**CREATION OF PRODUCTION TEAM FOR THE LAUNCHING OF RADIO PROGRAM OF
DEPED SORSOGON PROVINCE SCHOOLS DIVISION OFFICE**

TO : Assistant Schools Division Superintendent
CID and SGOD Chiefs
Section Heads
SDO Personnel Concerned
All Others Concerned

1. Pursuant to General Guidelines (V).c of Memorandum OM-OUPS-2024-04-01088 jointly issued by Assistant Secretary Francis Cesar B. Bringas and Undersecretary Atty. Michael Wesley Poa on February 28, 2024, with the subject: Guidelines on the Utilization of Funds for Fiscal Year (FY) 2024 Disaster Preparedness and Response Program (DPRP) Funds, this Office informs the field regarding the implementation of a regular weekly radio program with Facebook Live broadcast as an advocacy platform for Disaster Risk Reduction and Management (DRRM), Climate Change Advocacy and Mitigation (CCAM), and Project REAL (Revitalized, Efficient & Accountable Leadership) SDO Sorsogon.
2. This aims to serve as a platform to inform and gain support from the public on the various programs, projects and activities being undertaken by the Office of the Schools Division Superintendent (OSDS), Curriculum Implementation Division (CID) and Schools Governance and Operations Division (SGOD).
3. The title of the radio program is **Impormasyon At Edukasyon** which will air every Monday at 10:00AM to 11:00AM over Spirit FM (102.3MHz) with Facebook Live broadcast in social media platforms of Spirit FM and DepEd Sorsogon Province SDO. The program sequence/segment titles and the regular featured topic cycle are attached as Enclosure 1.
4. Anent the foregoing, the production team of the radio program is hereby created to manage the radio program and FB Live broadcast and perform tasks to ensure regularity and quality of its broadcasts. The names of the radio production team members and their tasks are the following :



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NAME	DESIGNATION	TASKS
Jose L. Doncillo, CESO V	SDS, Production Manager	Overall management of the project; Decision-making, signing authority
John Rey J. Perez Gina Q. Tarog	SGOD Chief, Production Co-Supervisor CID Chief, Production Co-Supervisor	Over-all supervision of Production Team activities
Roman Jebulan	SEPS, Production Technical Director, Co-main anchor	Oversees technical concerns; crossposting at DepEd FB Page
Joseph John J. Perez	PDO II, Production Creative Director, Co-main anchor	Oversees creative aspects such as scriptwriting, newswriting
Rhodora R. Hermosa	AO II, Chief Newswriter, Newscaster, main segment host	Newsgathering, newswriting, segment hosting
Dan Luis Janer (OSDS Point Person)	Production Researcher/assistant, segment host, news reporter	Provision of materials for broadcast from OSDS
Airene Elli (CID Point Person)	Production Researcher/assistant, segment host, news reporter	Provision of materials for broadcast from CID
Patrick John Colico (SGOD Point Person)	Production Researcher/assistant, segment host, news reporter	Provision of materials for broadcast from SGOD

5. Travel and other incidental expenses relative to the conduct of the activities of the radio production team are chargeable against the Disaster Preparedness and Response Program (DPRP) Funds subject to usual accounting and auditing rules and regulations.

6. Immediate dissemination of and compliance with this Memorandum are desired.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent

sgod/socmobnet/jjp



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*Enclosure 1: **RADIO PROGRAM SPECIFICS***

A. Program Sequence/Segment Titles :

- Segment 1 : Program Intro – jingle, opening spiel, run-down of featured news/topics, etc.
(Length - 3 minutes) - bumper/bridge : newscast ID
- Segment 2 : **BALITANG EDUKASYON** – newscast on DepEd PPAs, DRRM-CCAM, etc.
(Length - 5 minutes) - bumper/bridge: newscast ID segue to segment 3 ID
- Segment 3 : **USAPANG EDUKASYON** – discussion on DepEd PPAs/featured topic/s, etc.
(Length - 45 minutes)- bumper/bridge : segment #3 ID segue to segment 4 ID
- Segment 4 : **DAGDAG IMPORMASYON** – messages/announcements/DRRM advisories
(Length– 5mins.) - bumper/bridge : segment 4 ID segue to segment 5 ID
- Segment 5 : Program Extro – Closing spiel (Length - 2 minutes)

B. Regular Featured Topic Cycle :

- Week 1 – Office of the Schools Division Superintendent
- Week 2 – School Governance and Operations Division
- Week 3 – Curriculum Implementation Division
- Week 4 – DRRM/CCAM/Project REAL



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