

Republic of the Philippines  
Department of Education  
REGION XII  
DIVISION OF SULTAN KUDARAT

RECORDS SECTION  
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October 31, 2024

Division MEMORANDUM  
No. CID - IMS No. 100 s. 2024

**CONDUCT OF MEETING FOR DIVISION PUBLICATION EDITORIAL BOARD**

To: Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions  
Concerned Principals  
Publication Staff  
This Division

1. This is to inform the respective school principals and immediate supervisors of the Division Publication Editorial Board Meeting on November 4, 2024 to start at 2:00 pm at the Bansada Eco Park, Bagumbayan, Sultan Kudarat.
2. The meeting has the following agenda:
  - a. Brainstorming of potential themes and feature stories;
  - b. Assignment of tasks and deadlines;
  - c. Discussion of the design and layout for the upcoming issue; and
  - d. Discussion of strategies for the overall quality of the magazine, including design, and production.
3. The participants are the publication editorial board, to wit:

| No. | Name                         | Position/Role                      | School/Office  |
|-----|------------------------------|------------------------------------|----------------|
| 1   | Mary Grace B. Leysa          | Editor-in-Chief                    | CID DO         |
| 2   | Rodolfo B. Bermudo Jr.       | Managing Editor                    | CID DO         |
| 3   | Ronald F. Ramirez            | Associate Editor                   | CID DO         |
| 4   | Mark Carlo D. Buyao          | Section Editor                     | SGOD DO        |
| 5   | Analiza G. Sumido            | Section Editor                     | ESPERANZA NHS  |
| 6   | Lazaro P. Oriel              | Copy editor                        | SGOD DO        |
| 7   | Mary Gayle L. Espana         | Copy editor                        | ISULAN NHS     |
| 8   | John Paul A. Espino          | Graphic Designer/<br>Art Director  | ISULAN NHS     |
| 9   | Fitzroy Cezar M. Dagol       | Graphic Designer                   | ISULAN CS SPED |
| 10  | Marvin P. Suarez             | Graphic Designer                   | DJPGMES        |
| 11  | Laurence Apud                | Production Manager<br>Photographer | OSDS DO        |
| 12  | Charles Vincent G. Carbonell | Photographer                       | ISULAN NHS     |



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SAULTAN NG PILIPINAS  
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4. To ensure there will be no disruption of classes, participants are expected to make arrangement with fellow teachers to handle their classes or leave seatwork to make sure continuity of learning among students.
5. For inquiries and further clarification, concerned may contact Mary Grace B. Leysa, Education Program Supervisor, at email: marygrace.leysa@deped.gov.ph.
6. For the information and guidance of all concerned.

  
**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Encl.: None

References: none

To be indicated in the Perpetual Index under the following subjects:

**DIVISION**

**EDITORIAL BOARD**

**MEETING**

MBL/CID-IMS/DM- CONDUCT OF MEETING FOR DIVISION PUBLICATION  
EDITORIAL BOARD /October 31, 2024



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