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Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF PANABO CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID - 2024 - 0400

To : **MANUEL ESPERANZA**, Principal III – Panabo City NHS  
**CHONA DOCTORA**, Principal I – AO Florendo NHS

Subject : **INVITATION TO THE 2<sup>nd</sup> SEASON OF THE PALM CITY FILM FESTIVAL**

Date : July 31, 2024

This has reference to Regional Memorandum CLMD-2024-424, re: Invitation to the 2<sup>nd</sup> Season of the Palm City Film Festival on November 14 - 15, 2024, at the City of Tagum Cultural Center, Tagum City.

The Special Program in the Arts (SPA) school implementers are encouraged to participate to hone their abilities in film making.

Participation of DepEd teachers and learners to the activity is discretionary on the part of the School Principal upon the approval of the Schools Division Superintendent, in adherence to the policy on "No Disruption of classes" per DepEd Order No. 9, s 2005 entitled: "Instituting Measures to Increase Engage Time-on-Task and ensuring Compliance Therewith".

Travel, food and other expenses incurred during the participation on this activity shall be charged to PTA Funds and other source of funds, all subject to the usual government accounting and auditing rules and regulations.

Other details and information are in the enclosure.

Immediate dissemination of this memorandum is desired.

For and in the Absence of the Schools Division Superintendent:

**DJHOANE C. AGUILAR**  
Education Program Supervisor

Enclosed: As stated.  
CID / jey / pam

**RELEASED**

**JUL 31 2024**



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

CLMD-2024-424

To : Schools Division Superintendents

Subject: INVITATION TO THE 2<sup>ND</sup> SEASON OF THE PALM CITY FILM FESTIVAL

Date : July 23, 2024

Relative to the invitation from Alma L. Uy, RN, MBA, Co-Chairperson of the Tagum City Tourism, Arts and Culture Council, Inc. and City Government of Tagum, this Office announces the **2<sup>ND</sup> Season of the Palm City Film Festival** on November 14-15, 2024 at the City of Tagum Cultural Center Tagum City.

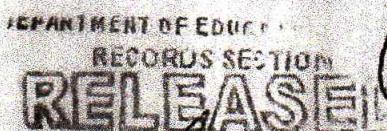
The Special Program in the Arts (SPA) school implementers are encouraged to participate to hone their abilities in film making.

Participation of DepEd teachers and learners to the activity is discretionary on the part of the Schools Division Superintendent, in adherence to the policy on "No Disruption of Classes" per DepEd Order No. 9, s. 2005 entitled: "Instituting Measures to Increase Engaged Time-on-Task and ensuring Compliance Therewith". No Government funds shall be used.

Other details of the above information are in the enclosures.

Immediate dissemination of this Memorandum is desired.

ALLAN G. PARNAZO  
 Director IV



Enclosed: As Stated  
 Copy Furnished

ALMA L. UY, RN, MBA  
 Co-Chairman  
 Tagum City Tourism, Arts and Culture Council  
 Tagum City

ROC3/jbdc



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147  
 Email Address: region11@deped.gov.ph  
 Website: www.depeddavao.ph

Doc. Ref. Code	RO-KMT-F001	Rev. 00
Effectivity	07.01.24	Page 1 of 2





**TAGUM CITY TOURISM, ARTS & CULTURE COUNCIL, INC.**

(Formerly: City of Tagum Tourism Council, Inc.)

Ground Floor, Tagum City Tourism Arts & Culture Office, Tagum City Cultural Center  
Rizal-Osmeña Streets, Magugpo Poblacion, Tagum City, Davao del Norte, Philippines

July 18, 2024

**MR. ALLAN G. FARNAZO**  
REGIONAL DIRECTOR  
DepEd Region XI

DEPARTMENT OF EDUCATION POINT

RECORDS SECTION

**RECEIVED**  
By: L Date: 7-18-24 34 814  
Date: 7-18-24 Time: 11:19

**Thru: MS. JESELYN DELA CUESTA**  
Education Program Supervisor of MAPEH  
Regional Program Coordinator for SPA DepEd Regional Office XI

Sir:

**Mabuhay ug Madayaw!**

The City Government of Tagum through the Tagum City Tourism Arts & Culture Council Inc., will be mounting the 2<sup>nd</sup> season of the Palm City Film Festival on November 14 to 25, 2024 at the City of Tagum Cultural Center. This film exhibition is designed intended for our Special Program in the Arts in order to upskill the creative minds of our students in multimedia and creative ability in producing their craft.

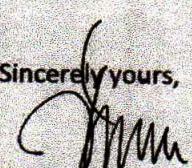
Further, the film competition will also provide workshops for the student-participants conducted by the award-winning film directors and writers. Thus, we would like to request your kind office to issue a memorandum for this film festival invitation. Attached herewith are the official competition guidelines for reference.

Should you need further details in this matter, please feel free to contact our focal officer, **MR. MISAEI ISIAH TIMBOL** thru mobile number **09052278199** and email at **saeltimbol051589@gmail.com**

We look forward to the enthusiastic involvement of all the DepEd Divisions in your Region.

Thank you very much.

Sincerely yours,

  
**ALMA L. UY, RN, MBA**

President/Co-Chairperson of  
Tagum City Tourism, Arts, and Culture Council, Inc.

**PALM CITY**  
FILM FESTIVAL

**RULES AND GUIDELINES**  
**ELIGIBILITY AND SUBMISSION REQUIREMENTS**

1. The 2nd Palm City Film Festival is open to the following:
  - a. SPA Media Arts student(s) and other interested student(s) of all Secondary Schools of Davao Region;
  - b. Student(s) of any colleges or universities of Davao Region;
2. All participants must be currently enrolled. All entries must include the following:
  - a. Photocopy of current school ID;
  - b. Certificate of Enrollment;
3. The 2nd Palm City Film Festival will feature the following categories:
  - a. High School Category
    - i. Short Fiction
  - b. College Category
    - i. Short Fiction
    - ii. Documentary Short
    - iii. Animated Short
4. Entries must have a total runtime of twenty (20) minutes including credits.
5. Entries must have been completed anytime within **October 2023 to October 2024**.
6. Entries must contain English Subtitles already hardcoded in the film.
7. Final copies of entries are required to be encoded in **H.264** codec with the **.mp4** file extension.
8. The use of **unlicensed copyrighted materials** in entries is **strictly prohibited**.
9. Entries must be finished and final. Works in progress are **NOT** eligible.
10. All entries must be emailed to [palmcityfilmfestival@gmail.com](mailto:palmcityfilmfestival@gmail.com). Physical submission of the form and other requirements is also accepted, delivered and mailed to:

**MR. MISAEL ISAIAH R. TIMBOL**  
Head Secretariat PCFF 2024  
Arts Division, Tagum City Tourism and Cultural Center  
Osmeña Street, Tagum City  
Davao del Norte 8100 PH

11. Only completed entries (including signed certification of entry, submission form, release waiver, and final copy of film) will be processed.
12. Multiple entries may be submitted.

**DEADLINE**

1. Deadline for the submission of entries is on **5th October 2024, 11:59 PM**.

**SUBMISSION ADDRESS**

2. Send files and/or links of entry requirements to: [palmcityfilmfestival@gmail.com](mailto:palmcityfilmfestival@gmail.com).

**MODE OF COMMUNICATION**

3. All applicants will be notified **BY EMAIL ONLY** as to whether their entries have been selected or not.
4. All official communication shall be by email only. Please add [palmcityfilmfestival@gmail.com](mailto:palmcityfilmfestival@gmail.com) to your email service's safe senders list or regularly check your junk/spam folder to avoid missed emails.

**SELECTION, PRESENTATION REQUIREMENTS, AND JUDGING**

5. Entries are selected for presentation at the Palm City Film Festival by a programming committee.
6. As a film festival that strives to develop the skills of the students, promote, and showcase filmmaking in Davao Region and in Mindanao, only films made by a Mindanaoan Secondary and College Student filmmaker, shot in Mindanao, or has topics or themes relating to Mindanao will be eligible for competition.
7. Entries outside the aforementioned criteria may still be selected for exhibition in the festival.
8. If selected, entries will be required to submit digital copies of their press materials which includes, but are not limited to: film trailer, film poster, production still photos, director's profile and photo, director's video introduction of the film, etc.
9. Selected entries are required to have its own Facebook page for its own promotional purposes.
10. Selected entries with original songs (if eligible for competition) are required to submit copies of such songs in MP3 format.
11. Films eligible for awards will be judged by festival jurors.
12. The list of festival awards will be announced at a later date.



**INFORMATION & INQUIRIES**

13. For further information, visit the Tagum City Tourism and Cultural Center and look for Mr. Misael Isaiah Timbol or Mr. Martin Capuno.
14. For inquiries, email [palmcityfilmfestival@gmail.com](mailto:palmcityfilmfestival@gmail.com), or contact 09052278199, 09065060434.

**Certification of Entry**

I, the undersigned, acknowledge and agree to the following:

I have read, understood, and agree with the rules and regulations. All statements on the submission form are true. I am duly authorized to submit this film to the Palm City Film Festival and allow usage of content from the film and other submitted materials for promotional use on television, radio, print, online, and at live events.

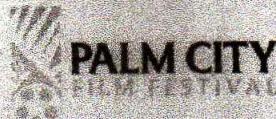
Title

of

Film:

Signature over Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_





**All fields are required. Please indicate "N/A" if not applicable.**

**Film Title:**

**Synopsis (50 words or less)**

**Logline: (15 words or less)**

**Film Facebook Page:**

**Film Website (if available)**

**Contact Person:**

**Contact Number(s)**

**Email:**

**Mailing Address:**

**Film Type:**

- Student Short Film  
(20 minutes max)
- Student Documentary  
(20 minutes max)
- Student Animated  
Short Film  
(20 minutes max)

**Genre:**

**Exact Running Time:**

**Language(s) / Dialect(s):**

**Note: All films must have  
English subtitles**

**Aspect Ratio:**

- 2:35:1  16x9
- 4x3  others (specify) \_\_\_\_\_

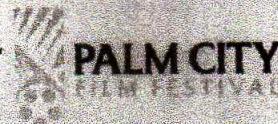
**Film Completion Date:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Date Year

**Please check all applicable:**

- World Premiere
- Asian Premiere
- Philippine Premiere
- Mindanao Premiere
- Regional Premiere





***\*All fields are required. Please indicate "N/A" if not applicable.***

**Director(s):**

**Producer(s):**

**Screenwriter(s):**

**Cinematographer(s):**

**Editor(s):**

**Production Designer(s):**

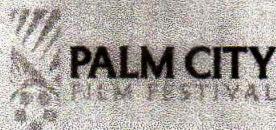
**Musical Score Composer(s):**

**Sound Mixer(s)/Designer(s):**

**Original Song(s) (indicate Title, Writers, Composers, Performers):**

**Production Company/Group:**





**\*if applicable**

### Main/Key Cast Members





*\*if applicable*

**Other film festivals in which this film has been accepted in, including citations, nominations, or awards that it may have won:**





#### RELEASE WAIVER

I, \_\_\_\_\_, am a rights holder of the film entitled \_\_\_\_\_, and I agree to the rules and guidelines of the Palm City Film Festival (PCFF).

That, if this film is selected for presentation in the PCFF, I grant online, theatrical, or other public display and/or performance rights of my film and the related content submitted to PCFF, including but not limited to trailers, posters, and production stills, to the Palm City Film Festival, its subevents, and other organized events, as well as the use of still images, video clips, and audio recordings derived from these submitted content for promotional and educational purposes;

That I agree not to hold the organizers responsible against any possible liability resulting from the content of my film, and I hereby release and discharge the organizers from any claims whatsoever in connection with its use;

That I agree not to hold the organizers liable for any damage, loss, or unlawful copying of my film and the related contents I submitted or any portion thereof unless said damage, loss, or unlawful copying occurs as a result of willful misconduct on the part of the organizers, its officers, agents, or employees;

I am signing and executing this release freely and voluntarily without any inducements, promises, or representations made by the organizers of the event.

I hereby certify that I have read the foregoing and fully understand its meaning and effect.

Film Rights Holder: (Signature over printed name)

Date:

\_\_\_\_\_  
\_\_\_\_\_

