



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

DTS  
  
0825102636

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

OSDS-2025-0120

To : Assistant Schools Division Superintendent  
Chief of Curriculum Implementation Division (CID)  
Chief of School Governance & Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Division Section Heads  
Elementary & Secondary School Heads and Principals  
Production Team  
All Concerned Personnel

Subject : **REMASTERING OF THE DEPED PANABO CITY HYMN  
OFFICIAL VIDEO**

Date : August 19, 2025

Pursuant to the Schools Division Office's commitment to strengthen identity, unity, and pride among all teaching and non-teaching personnel, learners, and stakeholders, the Schools Division of Panabo City shall undertake the **Remastering of the DepEd Panabo City Hymn Official Video**.

The official video aims to provide a unified and high-quality rendition of the Division Hymn to be utilized in all official functions, ceremonies, and activities of DepEd Panabo City.

The activity shall involve the following phases:

- **Pre-Production:** Planning/conferences, script development, casting of participants, and logistical preparation.
- **Production:** Actual audio and video recording of the hymn, including individual/choral, instrumental, and visual documentation.
- **Post-Production:** Editing, sound mixing, video enhancement, and finalization for official release.

**List of Production Team and Timeline of Activities** are attached herewith. The Prod Team shall coordinate closely with this Office for the approval of content and outputs.

All schools and offices are enjoined to extend full support and cooperation to the undertaking. Participation of learners, teachers, and other personnel may be requested for recording sessions, subject to existing guidelines and protocols.



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The final official video shall be launched and made available to all schools and offices for adoption and use in official activities.

All necessary expenses to this activity shall be charged to local funds or other available sources, subject to usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this Memorandum is desired.

*For and in the absence of the Schools Division Superintendent:*

  
JANWARIE E. YAMOTA  
Chief Education Supervisor, CID  
Officer-In-Charge

**RELEASED**

**AUG 19 2025**

RECORDS SECTION SDO PANABO CITY  
BY 

Enclosed. As stated.  
CID/JEY/AJrA



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ANNEX A – PRODUCTION TEAM

NO.	NAME	TASK	STATION
1	SDS JINKY B. FIRMAN PhD, CESO VI	Executive Director	SDO
2	ASDS BASILIO P. MANA-AY JR., CESO VI	Supervising Director	SDO
3	CHONALYN C. DOCTORA	Production Manager	AOFNHS
4	ARMANDO JR. O. AGUILON	Production Director	SDO
5	JEANNE S. BAJAO	Scriptwriter	DF Dalisay Sr. NHS
6	AILEEN MOHINOOG	Scriptwriter	AOFNHS
7	NOEMIE LOVE PENARANDA	Video Editor/Graphics or Visual Artist	AOFNHS
8	JEAN MALABARBAS	Video Editor/Graphics or Visual Artist	AOFNHS
9	RODMAR S. CASTILLO	Videographer/Photographer	RD Mabitad Sr. ES
10	KEN HARVEY S. FAMOR	Videographer/Photographer	Kauswagan NHS
11	MARIE LEONIE TRINITY A. LOYOLA	Videographer/Photographer	Quezon NHS



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**ANNEX B – TIMELINE OF ACTIVITIES**

PHASE	ACTIVITY	TARGET DATE	RESPONSIBLE PERSON/S
PRE- PRODUCTION	Planning Conference	August 20, 2025	<ul style="list-style-type: none"> <li>▪ Supervising Director/Production Head</li> <li>▪ Production Team</li> </ul>
	Scriptwriting, music arrangement, casting	September 1-3, 2025	<ul style="list-style-type: none"> <li>▪ Production Team</li> </ul>
	Presentation of Technical Script, subject to approval or revision	September 4-5, 2025	<ul style="list-style-type: none"> <li>▪ Top Management</li> <li>▪ Production Team</li> </ul>
PRODUCTION	Recording of audio and video shoot	September 8-12, 2025	<ul style="list-style-type: none"> <li>▪ Production Team</li> <li>▪ Participants/Performers</li> </ul>
POST- PRODUCTION	Editing, sound mixing, graphics enhancement	September 15-19, 2025	<ul style="list-style-type: none"> <li>▪ Production Team</li> </ul>
	Presentation of output to Top Management	September 22, 2025	<ul style="list-style-type: none"> <li>▪ Top Management</li> <li>▪ Production Team</li> </ul>
	Revision of output as needed	September 23-26, 2025	<ul style="list-style-type: none"> <li>▪ Production Team</li> </ul>
	Final presentation of output to Top Management	September 29, 2025	<ul style="list-style-type: none"> <li>▪ Top Management</li> <li>▪ Production Team</li> </ul>
LAUNCHING	Official launch and distribution (Social Media)	September 30, 2025	<ul style="list-style-type: none"> <li>▪ SDO Panabo City</li> </ul>