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

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2025-0624

To : AXL JAY Q. CAVAN, Administrative Officer II

Subject : **EDITING AND RENDERING OF VIDEO MATERIAL FOR THE  
IMPLEMENTATION OF ALTERNATIVE DELIVERY MODE (ADM)  
PROGRAM**

Date : October 2, 2025

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This is in reference to the production of video materials in support of the implementation of the Alternative Delivery Mode (ADM) Program. While the recording phase has been successfully completed, the raw footage still requires editing, enhancement, and rendering to meet the specifications set by the regional office.

In line with this, you are hereby requested to carry out the necessary editing work over the weekend and ensure that the finalized and rendered video material is completed and ready for submission by Monday, October 6, 2025.

You shall be granted with compensatory overtime credits (COC) per CSC and DBM Joint Circular No. 2, s. 2004 for the services rendered during vacation, weekends, or holidays.

Your prompt attention and cooperation in this matter are highly appreciated.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

  
**RELEASED**

  
**OCT 06 2025**

  
RECORDS SECTION: SDO PANABO CITY  
BY 

Attached: As stated.  
CID/jey/dca



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2025-0599

To : Asst. Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, Schools Governance and Operations Division (SGOD)  
Education Program Supervisor  
Public Schools District Supervisor  
Concerned School Head

Subject : **DIVISION- BASED PRODUCTION OF VIDEO LESSONS IN SUPPORT TO THE IMPLEMENTATION OF ALTERNATIVE DELIVERY MODE (ADM)**

Date : September 24, 2025

Pursuant to the herein Memorandum CLMD-2025-539, please be informed and guided as to the changes in schedule for the production of video lessons in support to the implementation of Alternative Delivery Mode (ADM).

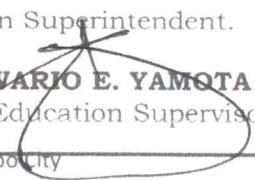
Further, please be informed of the following members of the production team who shall produce the assigned video lessons:

Djhoane C. Aguilar	EPS
Ylcy B. Manguilimotan	EPS
Tyron B. Dujali	ITO
Axl Jay Q. Cavan	A.O. II
Edgardo Pamugas III	Tibungol ES
Roland Obeso	New Visayas CES
Selah Mae Joy Acosta	New Visayas CES
Jeanly Muaña	New Visayas CES
Peter Jr. B. Mijares	PDO II
May H. Zarate	Librarian II
Armando A. Aguilon Jr.	DIO

Travel and other incidental expenses relative to the participation to this activity shall be charged against Division/ local funds, all subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this memorandum is desired.

For and in the absence of Schools Division Superintendent.

  
**JANWARIO E. YAMQATA**  
Chief Education Supervisor

Schools Division of Panabo City  
City Hall Compound, Panabo City  
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Email: panabocity.division@deped.gov.ph



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RELEASER  
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SEP 25 2025  
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