30 Sep 2026

DIVISION MEMORANDUM
No. 468, s. 2026

SUBMISSION OF ARTICLES FOR POSTING ON THE OFFICIAL DEPED FACEBOOK PAGE OF THE SCHOOLS DIVISION OF BATANGAS

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary/Secondary School Heads
All Others Concerned

1. The Schools Division of Batangas, through the Office of Schools Division Superintendent (OSDS), encourages all offices, schools, and concerned personnel to submit news articles and feature stories for possible publication on the official Facebook Page of the Schools Division of Batangas.

2. This initiative aims to ensure the timely, accurate, and systematic dissemination of significant programs, activities, accomplishments, innovations, and other noteworthy events of the Division and its schools to stakeholders and the public.

3. All offices and schools intending to submit an article for posting shall observe the following requirements:

a. Use the prescribed Article Submission Template attached to this Memorandum. All required fields shall be completely and accurately filled out.
b. The article shall contain a clear and concise title, date and venue of the activity, relevant details, names and positions of key personnel, and other information necessary to provide sufficient context to readers.
c. The article shall be written in a clear, factual, concise, and reader-friendly manner and shall observe appropriate standards in grammar, spelling, attribution, and official terminology.
d. Official photographs relevant to the article shall be provided when applicable. Photos should be clear, properly captioned, and of sufficient resolution for social media publication. Appropriate consent and applicable data privacy requirements shall be observed.
e. Articles shall be reviewed and validated by the concerned office/school before submission to ensure the accuracy of names, dates, titles, positions, figures, and other information.

4. Completed article submissions, together with the prescribed template and supporting photographs, shall be sent through email to: **sdobatangas.pau@deped.gov.ph**

5. The subject of the email shall follow this format: **ARTICLE FOR POSTING – [TITLE OF ARTICLE]**

6. Submission of an article does not automatically guarantee publication. All submissions shall be subject to editorial review, factchecking, prioritization, and approval for posting by the designated Division Information Officer.

7. To facilitate timely processing and posting, offices and schools are encouraged to submit articles within a reasonable period after the conduct of the activity, preferably immediately or within three (3) working days, while the information and documentation remain current.

8. The concerned office/school shall remain responsible for the accuracy, completeness, authenticity, and proper authorization of all information, photographs, and other materials submitted for publication.

9. All concerned are enjoined to strictly observe this procedure to ensure a consistent, credible, and timely flow of information through the official social media platforms of the Schools Division of Batangas.

10. For information, guidance, and strict compliance.

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl: Article Submission Template
Reference: None
To be indicated in the Perpetual Index under the following subject:

Issuances: Division Memorandum

ELP/MEMO_ SUBMISSION OF ARTICLES FOR POSTING ON THE OFFICIAL DEPED FACEBOOK PAGE OF THE SCHOOLS DIVISION OF BATANGAS/ R2-156170/09-30-2026

SUBMISSION FORM FOR ARTICLE PUBLICATION

General Directions. Ensure that all required fields in the form are completed accurately. Please save your document with the title in the format "Title of Article.docx/.doc" before sending it to sdobatangas.pau@deped.gov.ph for evaluation. Kindly note that only submissions made through this specific form and in MS Word format will be considered for review. Additionally, **photos should be submitted as attachments and not pasted directly into the form**. Thank you for your cooperation and adherence to these guidelines.

Kindly refer to the guidelines for other instructions.

Writer's Name:	
Designation:	
Place of Assignment:	
Title:	
Content:	

Article

Photos for article

Photo File Name	**Caption**
Filename.jpg	Type caption here. Please include name of photographer.
Filename.jpg	Type caption here. Please include name of photographer.
Filename.png	Type caption here. Please include name of photographer.
Filename.png	Type caption here. Please include name of photographer.

Please follow this format when typing your article: Bookman Old Style, 11 pt., 1.15 spacing. Justify all paragraphs.