



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

February 7, 2024

**DIVISIONAL MEMORANDUM**

No. 055, s. 2024

**ADDENDUM TO DIV. MEMO. 051 CREATION OF PUBLICATION AND DOCUMENTATION TEAM FOR THE 2024 ONE ASENSO MISAMIS OCCIDENTAL ATHLETIC ASSOCIATION MEET**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Public Elementary and Secondary School Heads/Department Heads  
Concerned Personnel  
This Division

1. In light of the forthcoming Provincial Sports Competition, named One Asenso Misamis Occidental Provincial Athletic Association Meet, the undersigned hereby issues this addendum memorandum to formally establish the Documentation and Publication Committee.

2. Purpose:

The Documentation and Publication Committee is formed with the objective of ensuring comprehensive documentation and effective dissemination of information pertaining to the One Asenso Misamis Occidental Provincial Athletic Association. This committee will play a pivotal role in capturing the essence of the sporting event and promoting its visibility through various channels.

3. Duties and Responsibilities:

a. Develop a comprehensive documentation plan delineating the coverage strategy for the One Asenso Misamis Occidental Provincial Athletic Association Meet.

b. Capture high-quality photos, videos, and written content during the sporting events.

c. Manage official social media accounts and website to provide real-time updates, highlights, and results of the competition.

d. Liaise with local media agencies for press coverage and promotional endeavors.

e. Generate post-event reports, summaries, and publications spotlighting the success stories, achievements, and memorable moments of the competition.



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: ozamiz.city@deped.gov.ph





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4. **Timeline:**

The Documentation and Publication Committee shall commence its duties forthwith upon receipt of this memorandum and shall persist in its activities until the culmination of the One Asenso Misamis Occidental Provincial Athletic Association.

5. **Compliance:**

All concerned personnel are hereby directed to extend their utmost cooperation and support to the Documentation and Publication Committee to ensure the seamless execution of its responsibilities.

6. Immediate and wide dissemination of this Memorandum is hereby enjoined.

**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



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Enclosure A

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**LIST OF THE DOCUMENT – PUBLICATION TEAM**

<b>A. PUBLICATION TEAM</b>	
Chairman:	Federico B. Araniego Jr.
Members:	Rhik Francis S. Villarosa
	Kathleen Villarubia
	Savara Claise A. Ferrer
	Querino Lonsagon
	Arellano Carpio, Jr.
	Karol B. Carreon
	Repoldo R. Abunda
	Reynoel A. Gerbos
	Rene B. Edullantes

<b>B. DOCUMENTATION Team</b>	
Chairman:	Regie A. Catedral
Members:	Arphil John L. Madeja
	Neil F. Laurete
	Jason II N. Labrada
	Jimwell A. Wapille
	Femarie Anne Rowela D. Corpuz



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**PANDONG**  
 #PadayonAsensoOzamiz