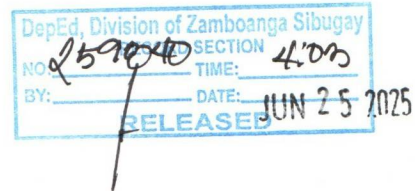




Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



**OFFICE MEMORANDUM**

**TO** : MARDIE A. ACOTANZA  
Public Schools District Supervisor  
This Division

**SUBJECT** : DESIGNATION AS ASSISTANT FOCAL FOR CAMPUS  
JOURNALISM

**DATE** : June 25, 2025

As Public Schools District Supervisor, you are also designated as Assistant Coordinator of Campus Journalism effective immediately.

It is expected that all plans and activities shall be in coordination with the head of the Curriculum Implementation Division.

You are expected to perform the following functions:

**Functions:**

1. Oversee its implementation that involves both strategic leadership and hands-on coordination.
2. Collaborate with officers of school papers advisers to create annual workplans and action agendas, defining objectives, timelines, roles, and budget.
3. Conduct training sessions on journalistic principles—news writing, feature writing, photojournalism, broadcasting, editing, ethics, etc.—through workshops and modules.
4. Discuss strengths, areas for improvement, and next steps with student-journalists and advisers during feedback sessions:
5. Prepare and submit journalism reports, as needed.
6. Represent the Division in higher journalism activities.
7. Ensure to address all journalism issues and concerns.

**VIRGILIO P. BATAN JR., CESO V**  
Schools Division Superintendent



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Encl.: As Stated

References:

To be indicated in the Perpetual Index

under the subject:

JOURNALISM SCHOOL PAPER

ZS-OM-CID-2025-06-011

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