



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

June 21, 2023

DIVISION MEMORANDUM
CID No. 72 s. 2023

**EDITORIAL BOARD OF THE SCHOOLS DIVISION OFFICE OF TACURONG
CITY OFFICAL PUBLICATION "THE SHIELD"**

TO: Cluster Heads
Elementary Secondary School Administrators
Public Schools

1. This is to inform the field that the Division Official Publication, "The Shield" shall reconstitute its Editorial Board.
2. Anent this, the Editorial Staff shall be constituted of the following:

	NAME
Consultants	Gildo G. Mosqueda, CEO VI Mervie Y. Seblon, CESE Arlene Rosa G. Arquiza, Chief-CID Mayflor D. Romualdo, Chief-SGOD
Editor-in-Chief	Mary Ann C. Umadhay, EPS
Associate Editor	Ronald A. Pelitro, HT-I
Section Editors	Cesar Q. Antolin Romulo C. Ventura, Jr. Hazel F. Melendres
Writers/Contributors	Daryl B. Casamorin Hanna P. Antonio Virgil John Bogaoan Clarence Dale B. Mosqueda Kim Jacent Española
Lay-out Artists/Graphic designer	Jeffrey A. Gabata, Jr. Brent Randolph Mayo II Joey M. Lozano



Address: Alunan Highway, Poblacion, Tacurong City, 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
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Website: depedtacurong.org



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3. Attached are the duties and responsibilities of the editorial staff.
4. For your information and guidance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: As stated

Reference: None

Allotment: None

To be indicated in the Perpetual Index under the following subjects:

ORGANIZATIONS PUBLICATIONS

MACU/ CID/ DM EDITORIAL BOARD OF THE SCHOOLS DIVISION OFFICE OF TACURONG CITY OFFICAL PUBLICATION "THE SHIELD"/ JUNE 21, 2023



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Enclosure to Division Memorandum CID no. ___ s. 2023

DUTIES AND RESPONSIBILITIES OF EDITORIAL STAFF

Consultant	<ol style="list-style-type: none">1. Provides direction and inputs on the issuance of the newsletter.
Editor-in-chief	<ol style="list-style-type: none">1. Sets the overall editorial direction and vision for the publication.2. Leads the development of the communication plan per quarter.3. Oversees the editorial team and ensures the quality and consistency of content.4. Interfaces with the Information Technology Officer on the publication of the newsletter's e-copy to the official Facebook Page of DepEd Tayo Tacurong City.5. Provide inputs on the improvement of articles.6. Ensures that the publication complies with regulatory and statutory requirements i.e Data Privacy Act, etc.
Associate Editor	<ol style="list-style-type: none">1. Edits the articles in cooperation with the editor-in-chief.2. Writes editorials when requested.3. Prepares assignments of section writers in consultation with the editor-in-chief.4. Cooperates in the preparation of the layout.
Section editors	<ol style="list-style-type: none">1. Responsible for specific sections or departments within the publication.2. Assigns articles, reviews submissions, and maintains quality standards.3. Edits and proofreads content within their designated sections.4. Collaborates with writers to develop ideas and improve articles.
Writers	<ol style="list-style-type: none">1. Create original content for the publication, including articles, features, and opinion pieces.2. Research topics, conduct interviews, and gather information from reliable sources.3. Follow the editorial guidelines and meet the submission deadlines.4. Collaborate with editors to refine and improve their work.



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Graphic Designer/Illustrator	<ol style="list-style-type: none">1. Creates visual elements, such as graphics, illustrations, and infographics, to articles.2. Collaborates with editors and writers to develop visual concepts that enhance the content.3. Ensures the visual consistency and brand identity of the publication.4. Provides support in layout and design for print or digital publications.
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