



Republic of the Philippines
Department of Education
 REGION X
SCHOOLS DIVISION OF GINGOOG CITY

DEPARTMENT OF EDUCATION
 DIVISION OF GINGOOG CITY
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**Office of the Schools Division
 Superintendent**

October 13, 2020

Division Memorandum
 No. 407, s. 2020

CORRIGENDUM TO DIVISION MEMORANDUM NO. 057, S. 2020
RE: PROCESS FLOW FOR SUBMISSION AND PUBLICATION OF ARTICLES FOR
THE QUILL (THE OFFICIAL NEWSLETTER OF GCD)

To : Assistant Schools Division Superintendent
 Chief – Curriculum Implementation Division
 Chief – Schools Governance and Operations Division
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads, Elementary and Secondary
 Teachers, Elementary and Secondary
 Non-teaching Personnel
 All Others Concerned

1. Relative to Division Memorandum No. 057, s. 2020, titled Process Flow for Submission and Publication of Article for The QUILL (The Official Newsletter of GCD), the following changes have been made:
 - a. The submission of articles for The QUILL shall be by district for every month.
 - North 1 – November 2020
 - North 2 – December 2020
 - North 3 – January 2021
 - East 1 – February 2021
 - East 2 – March 2021
 - West 1 – April 2021
 - West 2 – May 2021
 - West 3 – June 2021
 - South 1 – July 2021
 - South 2 – August 2021
 - North 1 – September 2021
 - North 2 – October 2021
 - North 3 – November 2021
 - East 1 – December 2021
 - b. The articles (in soft copies) from both the teaching and non-teaching staff shall be submitted by the school heads to the Principals of the central schools, who in turn shall forward to SEPS Roselle O. Bacasnot thru FB messenger.



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- c. For every month, news articles submitted shall be varied and shall be based on to the following themes/principles:
 - Leadership and Governance
 - Curriculum and Learning
 - Accountability and Continuous Improvement
 - Management of Resources
 - d. The submitted articles shall be pre-screened by the school heads before submitting to SEPS Bacasnot, who in turn shall screen with the other members of the Editorial Staff which articles to publish for a particular issue.
 - e. The Associate Editor position assumed by ASDS Conniebel C. Nistal shall be replaced by ASDS Mary Ann M. Allera.
2. All other provisions on the said Memorandum shall remain in effect.
 3. Immediate dissemination of this Memorandum is desired.


JESNAR DEMS S. TORRES, PhD, CESO VI
Schools Division Superintendent



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