



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division Office - Tabuk City**

DEP-ED - TABUK CITY  
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**Office of the Schools Division Superintendent**

April 23, 2021

**DIVISION MEMORANDUM**

No. 114 s. 2021

TO :

- Assistant Schools Division Superintendent
- Chief, Curriculum Implementation Division
- Chief, School Governance and Operations Division
- Education Program Supervisors and Specialists
- Public Schools District Supervisors
- Elementary and Secondary School Heads
- All Others Concerned

**GUIDELINES IN SUBMITTING ARTICLES FOR PUBLICATION IN GOLDEN FLAME**

1. To facilitate the dissemination of information regarding the accomplishments of the Division and all public elementary and secondary schools, this office issues the following guidelines for the submission of articles for **Golden Flame**, the official newsletter of DepEd Tabuk City:

a. On preparing articles and selecting photos, the following shall be strictly observed:

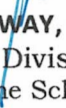
Article/Write-up should:	Accompanying Photo should:
<ul style="list-style-type: none"> <li>• Be written in Filipino or English. The writer should choose the language he/she is most comfortable with in writing.</li> <li>• Be composed of 200 to 600 words only</li> <li>• Have a headline/title</li> <li>• Be submitted in MS Word format only</li> </ul>	<ul style="list-style-type: none"> <li>• Be action photos</li> <li>• Be high quality, clear and focused. No collage photos to be submitted.</li> <li>• Be submitted as attachments in.jpeg and/or .png format only. Those posted in a Word document will not be accepted.</li> <li>• Caption should be provided.</li> </ul>

- b. All articles shall undergo screening and editing when necessary. Due credit will be given to the author/contributor
- c. Contributors shall be informed through email whether their submission passed the screening and editing and will be published in Golden Flame.
- d. Certificate of publication shall be issued to the author of the published articles.

2. All Division Office-based personnel, particularly activity and training program proponents are directed to adhere to these guidelines and are enjoined to submit articles on their conducted programs, projects and activities.

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3. School-based personnel and students are encouraged to submit articles regarding their conducted or initiated PPAs and/or accomplishments, best practices and innovations.
4. First issue of the official newsletter of DepEd Tabuk City shall be released first week of June 2021, thus the office is now accepting articles for publication. All articles should be submitted through the following email address: [anamarie.bucahan@deped.gov.ph](mailto:anamarie.bucahan@deped.gov.ph).
5. Immediate and wide dissemination of the Memorandum is desired.

  
**IRENE S. ANGWAY, PhD., CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge, Office of the Schools Division Superintendent

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