



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

FEB 24 2026

REGIONAL MEMORANDUM

No. 200, s. 2026

GUIDELINES IN THE CONDUCT OF THE PEACE SHORT FILM FESTIVAL

To: Schools Division Superintendents
Chiefs, Functional Divisions
All Others Concerned

1. In support of the implementation of the **PEACE (Powering Empathy, Acceptance, and Connection Every Day)** initiative, this Office, through the Education Support Services Division (ESSD), will hold a **PEACE Short Film Festival** following the schedule below and the attached guidelines:

Activity	Date
Orientation and Online Workshop	February 19-21, 2026
Film Production	February 24-March 14, 2026
Submission Deadline	March 15, 2026
School-based Screenings and Promotion	March 16-20, 2026
Judging and Deliberation	April 15, 2026
Awards Night	May 5, 2026

2. The expenses relative to the conduct of the film production shall be charged against the Division MOOE, Program Support Fund for Youth Formation or any available local funds, all subject to the usual accounting and auditing rules and regulations.
3. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As stated

Incl: None

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

LEARNERS

PROGRAMS

SCHOOLS

FDM/ESSD-RM/PEACE Short Film Festival Guidelines
____/February 22, 2026



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GUIDELINES FOR THE FIRST PEACE SHORT FILM FESTIVAL

Theme:

Powering Empathy, Acceptance, and Connection Every Day: Nurturing Safe Schools in Negros Island Region

INTRODUCTION

The Department of Education – Negros Island Region recognizes that schools are not only centers for learning but also spaces where the values of respect, empathy, and inclusivity must be cultivated. However, recent data and field reports reveal a troubling prevalence of bullying, harassment, and other forms of violence in schools across the Philippines, including those within the NIR Region. These incidents not only compromise learner safety but also hinder academic achievement, social development, and overall well-being. Addressing these concerns requires sustained, creative, and youth-centered interventions that go beyond traditional awareness campaigns.

In response, the PEACE (Powering Empathy, Acceptance, and Connection Every Day) Short Film Festival is launched as an innovative platform to empower learners and educators to actively participate in the campaign against bullying and violence in schools. By harnessing the power of film as a medium for storytelling, the festival provides students with the opportunity to portray real-life issues, articulate their perspectives, and propose constructive solutions. This initiative is not merely a competition but a values-driven advocacy that amplifies the voices of learners and promotes a culture of peace and inclusivity.

The festival further aligns with DepEd’s MATATAG agenda, which underscores learner well-being, protection, and holistic development. Through capacity-building workshops, film production, and regional showcasing, the PEACE Short Film Festival aspires to transform schools into safer, more nurturing environments. By integrating advocacy with creativity, the program hopes to spark dialogue, strengthen peer-to-peer empathy, and inspire collective action among learners, teachers, parents, and communities in the fight against bullying and school violence.

Furthermore, the film festival seeks to:

- *provide learners a values-based platform for storytelling that amplifies empathy, anti-bullying advocacy, inclusion, and mental-wellness awareness while developing film production capacities in schools;*
- *cultivate a culture of empathy, respect, and positive peer relationships among learners and school personnel through values-based and peace-promoting*



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activities highlighted and expressed through student-led film entries that reflect real-life experiences and aspirations;

- *strengthen the implementation of anti-bullying and child protection policies by establishing safe spaces, responsive reporting mechanisms, and capacity-building for school stakeholders, using the film festival as a platform to raise awareness, promote dialogue, and visualize policy in action through creative storytelling; and*
- *promote inclusive and supportive learning environments by engaging learners, parents, and community partners in initiatives that uphold unity, nonviolence, and mental well-being, as captured in short films that celebrate diversity, amplify underrepresented voices, and promote mental health awareness.*

To oversee the regional implementation of the festival, the following PEACE Short Film Festival Committee is hereby constituted:

PEACE Short Film Festival Committee

Chairperson:

DR. RAMIR B. UYTICO, EdD, CESO III
Regional Director

Vice-Chairperson:

ANTHONY J. LIOBET, JD, CESO V
OIC – Assistant Regional Director

Members

MA. LIRA CYNTHIA B. QUEJADA
Chief Education Supervisor
Education Support Services Division

DR. MELVIN NIÑAL
Chief Education Supervisor
Quality Assurance Division

FELIX III D. MOSQUEDA
OIC – Project Development Officer IV
Education Support Services Division

ATTY. RONALD VILLANUEVA
OIC – Chief Legal Officer
Office of the Regional Director



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RAFFY L. BERINA

OIC – Education Program Supervisor
Human Resource Development Division

ATTY. FRANCIS RAY A. FILIPINAS

Legal Officer III
Office of the Regional Director

Further, the Regional Safeguarding Officer is Mr. Felix III D. Mosqueda who shall be assisted by Mr. Franz Jullian T. Sevilla, Technical Assistant II for Learners' Rights and Protection.

SCOPE AND ELIGIBILITY

1. The Festival is open to all Schools Division Offices (SDOs) within the Region.
2. Each SDO shall establish a **Division PEACE Short Film Festival Committee** tasked with supervising the selection process, overseeing film production, and ensuring compliance with all guidelines and regulations of the Festival.
3. Each SDO shall submit **one (1) official entry from the secondary level**. Priority consideration shall be given to schools implementing the Special Program in the Arts; however, collaborative entries involving multi-school crews within an SDO shall also be permitted.
4. The cast must consist of bona fide learners officially enrolled in the submitting school, with a minimum of **five (5)** and a maximum of **ten (10)** student actors per entry. The technical crew, including director, camera operators, editors, and other production staff, must likewise be sourced from the same SDO.
5. In cases where scenes require the involvement of infants, toddlers, or non-student talent, the production team must secure documented parental or guardian consent and provide a clear written rationale, to be included in the official production pack.
6. The Festival reserves the right to disqualify any entry found to be in violation of child protection policies, copyright regulations, or established Department of Education safety rules.

CHILD PROTECTION, LEARNER RIGHTS AND SAFEGUARDING

All participants and SDOs must comply with the following:



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Core Safeguards

1. The Festival adopts a policy of zero tolerance for abuse, exploitation, discrimination, bullying, or any conduct that compromises the safety and well-being of learners. All staff members and adult production crew are required to uphold established child protection standards at all times.
2. Each Schools Division Office (SDO) shall designate a Safeguarding Officer who has been duly trained or oriented on child protection protocols and reporting mechanisms. This officer shall be responsible for monitoring compliance during all stages of production and festival activities.
3. At the regional level, a designated Regional Safeguarding Focal shall oversee adherence to safeguarding standards, provide technical support, and ensure that all incidents or concerns are properly reported and addressed in accordance with DepEd policies.

Informed Consent and Assent

1. All Schools Division Offices (SDOs) shall secure both parental or guardian consent and learner assent prior to the commencement of any filming activities. The consent must explicitly cover all stages of the project, including filming, school-based screenings, regional screenings, livestreaming (if applicable), and publication on official social media platforms.
2. SDOs shall provide learners and their parents or guardians with clear opt-out options for public posting and dissemination of the short films. Such opt-outs shall not, in any way, penalize or limit the learners' participation in the learning activities connected to the festival.
3. All signed parental or guardian consent forms and learner assent forms shall be properly compiled, securely stored, and made available for audit or review when required by the Regional PEACE Committee or relevant authorities.

Media, Privacy and Data Protection

1. All participating Schools Division Offices (SDOs) **shall strictly adhere to existing DepEd guidelines and issuances on the posting and publication of learners' images and personal data online.**
 2. Only approved still photographs and video clips, duly reviewed and cleared by the concerned SDO or the Regional Office, may be used for publicity, screening, or social media dissemination. Corresponding parental/guardian consent forms and a complete data inventory must be securely retained for audit and compliance purposes.
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3. Entries and publicity materials must not disclose personally identifiable information of learners, such as full home addresses, contact numbers, or any other sensitive details that may compromise their privacy and safety.

On-set Safety and Working Conditions

1. Filming activities **shall not extend beyond 5:00 p.m. to safeguard the well-being of learners.** Adequate rest breaks must be provided, along with safe transport arrangements, adult supervision at all times, and the availability of a first-aid kit on set.
2. The use of **hazardous stunts, real or replica weapons, pyrotechnics, tobacco or alcohol by minors, and intimate nudity is strictly prohibited.** Furthermore, entries **must not contain any content that glamorizes or promotes self-harm, suicide, or violence in any form.**

Off-Campus Filming

1. All off-campus filming activities **shall require the written approval of the Schools Division Superintendent (SDS)** in accordance with DepEd Order No. 66, s. 2017. The application for approval must include a comprehensive risk assessment, detailed itinerary, parental consent forms, an emergency response plan, vehicle and transport information, and the designation of a qualified safety marshal to oversee learner protection throughout the activity.

Reporting and Incident Management

1. Any safeguarding concern or incident must be reported without delay to the School Child Protection Committee (CPC), the Schools Division Office Child Protection Focal Person, and the Regional Safeguarding Officer. All reports shall strictly follow established DepEd procedures for referral, documentation, and case management to ensure timely and appropriate response.

TECHNICAL RULES AND REQUIREMENTS

Content and Themes

1. Films must align with the festival objectives: empathy, anti-bullying, inclusion, mental-wellness, peace advocacy, and learner rights. Depictions of bullying/violence must be educational, non-glorifying, and include help-seeking information where relevant.



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Originality and Prior Release

1. Entries must be original and produced after the official launch date of the Festival. Films previously screened publicly or entered in other festivals (local/international) prior to the Regional premiere are ineligible.

Duration

1. Each entry must have a total running time of **not less than twelve (12) minutes and not more than fifteen (15) minutes**, inclusive of opening and closing credits.

Deliverables

Each entry must submit the following deliverables by the prescribed deadline:

1. Final Film – HD MP4 file, hard-subtitled with English subtitles; maximum bitrate of 15 Mbps.
2. Master File – HD Apple ProRes HQ version (without subtitles), accompanied by a separate .srt subtitle file in English.
3. Trailers – One (1) 30-second trailer and one (1) 15-second trailer, both in HD format with English subtitles.
4. Audio and Tail Slate – A clean audio mix and a broadcast-ready tail slate (10 seconds) indicating the film title and submitting SDO information.
5. Director's Statement – Between 150 and 250 words.
6. Synopsis – Maximum of 150 words.
7. Promotional Assets – Three (3) to five (5) high-resolution stills and one (1) promotional poster in A3 PDF format.
8. Final Script – Submitted in PDF format.
9. Copyright Documentation – Completed clearance sheet with license proofs for all music, stock footage, and images used.
10. Signed Consent Pack, including:
 - Parental/guardian consent forms
 - Learner assent forms
 - Media consent forms
 - Conflict of Interest (COI) declarations for adult crew
 - Off-campus approval (if applicable)
 - Safeguarding Checklist signed by the School Head/SDS

Failure to provide all required deliverables in full may result in disqualification.



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Language and Accessibility

1. Dialogue must be primarily in Filipino or a Philippine language appropriate to the story's context.
2. All entries must include English subtitles, hardcoded in the MP4 version.
3. The use of SDH (Subtitles for the Deaf and Hard-of-Hearing) is strongly encouraged to promote accessibility.

Music and Copyright

1. Only original compositions, properly licensed tracks, or public-domain music may be used.
2. Clear licensing documentation must be included in the submission pack.
3. The use of unlicensed or unauthorized music will result in automatic disqualification.
4. For reference, consult DepEd copyright guidance and recommended public-domain or royalty-free sources.

To support schools and SDOs in complying with copyright requirements, the following repositories are recommended for sourcing free, licensed, or public-domain music. Always review and retain the specific license terms and include documentation in the submission pack.

1. *YouTube Audio Library*
 - *Wide range of free-to-use tracks and sound effects.*
 - *Many tracks allow free use with attribution.*
 - <https://www.youtube.com/audiolibrary/music>
2. *Free Music Archive (FMA)*
 - *Curated library of free and legal audio downloads under Creative Commons or public domain licenses.*
 - <https://freemusicarchive.org>
3. *Incompetech (Kevin MacLeod Music)*
 - *Large selection of royalty-free tracks.*
 - *Most tracks require attribution unless a license is purchased.*
 - <https://incompetech.com>
4. *ccMixer*
 - *Community-driven site with Creative Commons–licensed remixes and original music.*
 - *Attribution often required.*
 - <https://ccmixter.org>



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5. *Bensound*

- *Royalty-free tracks for free use with attribution (non-commercial); paid licenses for wider use.*
- <https://www.bensound.com>

6. *Musopen*

- *Public-domain classical recordings, sheet music, and educational materials.*
- <https://musopen.org>

SHOOTING GUIDELINES AND PRODUCER RESPONSIBILITIES

1. Primary filming **shall be conducted within the school premises**. Any off-campus shoots require prior **approval from the Schools Division Superintendent (SDS)** and must strictly comply with the provisions of DepEd Order No. 66, s. 2017.
2. Participating teams shall be responsible for covering costs related to transportation, meals, accommodations, and equipment. Schools Division Offices (SDOs) may extend support where appropriate and feasible.
3. Filming activities shall not extend beyond 5:00 p.m. In cases where shoots conclude late, organizers must ensure the provision of safe transportation and adequate adult supervision for all learners involved.
4. Prior to the commencement of principal photography, scripts must undergo review by the Division PEACE Committee to assess safeguarding considerations. Copies may be forwarded to the Regional Safeguarding Focal when requested.
5. A documented emergency plan, including parental contact details and medical consent forms, shall be available and accessible on set at all times.
6. No learner shall be required to perform hazardous activities. Should stunts or simulations be necessary, these must be designed to ensure safety, supervised by qualified adults, and approved in writing by both the School Head and the designated Safeguarding Officer.

PROMOTION, PUBLICITY AND MEDIA RELEASES

1. Each entry shall produce a **promotional poster** and **tarpaulin** for school-level use. Fabric and print specifications, if applicable, shall be managed by the Schools Division Office (SDO), ensuring that all materials comply with prescribed safety standards.
 2. All entries are required to submit their trailers to the Regional Committee for review and consolidation.
 3. Only the Regional Office is authorized to initiate public promotion or to release trailers and images for regional campaigns. SDOs may disseminate promotional materials only after receiving explicit authorization from the Regional Office.
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4. Only approved imagery shall be used in all promotional materials. Images of learners may be posted online solely when proper media consent has been obtained. All schools and participating teams must adhere strictly to DepEd guidance on the posting of learner images and personal data.

AWARDS, JUDGING CRITERIA AND SCORING

1. The following are the awards to be conferred:

- *Best Picture (Jury)*
- *Best Film (Jury's Overall/ Advocacy Impact)*
- *Best Story (Screenplay)*
- *Best Director*
- *Best Actor*
- *Best Actress*
- *Best Supporting Actor*
- *Best Supporting Actress*
- *Best Cinematography*
- *Best Editing*
- *Best Sound Design*
- *Best Musical Scoring*
- *Best Official Sound Track*
- *PEACE Advocacy Impact Award*
- *Inclusive Storytelling Award*
- *Audience Choice Award*

Note: The Board of Judges may withhold an award if entries fail to meet the required standards. All decisions are final and irrevocable.

CRITERIA FOR JUDGING

The use of weighted criteria ensures that evaluation is transparent and aligned with the Festival's objectives, which emphasize advocacy, technical craft, and safeguarding.

1. Best Picture / Best Film (Total: 100%)

- Story and Thematic Relevance, particularly the empowerment of empathy and anti-bullying, shall account for **20%** of the score.
- Directing and Vision shall carry a weight of **20%**.



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- Screenplay and Structure, with emphasis on originality, shall contribute **15%**.
- Cinematography and Visual Storytelling shall contribute **10%**.
- Editing and Narrative Pacing shall be weighted at **10%**.
- Sound Design and Music, including compliance with licensing requirements, shall comprise **10%**.
- Performances, measured by ensemble quality, shall account for **10%**.
- Safeguarding and Policy Compliance, including consent, child-safe portrayals, and privacy considerations, shall contribute **5%**.

2. Best Director (Total: 100%)

- Artistic Vision and Cohesion shall carry a weight of **30%**.
- Direction of Actors and Performances shall account for **25%**.
- Pacing and Blocking shall comprise **20%**.
- Creative Use of Resources and Problem-Solving shall contribute **15%**.
- Ethical Leadership and Child-Safe Set Management shall account for **10%**.

3. Best Story / Screenplay (Total: 100%)

- Concept Originality shall carry a weight of **35%**.
- Narrative Arc and Structure shall comprise **25%**.
- Character Depth and Dialogue shall account for **20%**.
- Integration of PEACE Themes and clarity of advocacy shall contribute **20%**.

4. Best Cinematography (Total: 100%)

- Visual Composition and Storytelling shall account for **35%**.
- Lighting and Exposure shall carry a weight of **25%**.
- Camera Movement and Technique shall comprise **20%**.
- Technical Execution, including focus and framing, shall contribute **20%**.

5. Best Actor / Actress / Supporting (Total: 100%)

- Emotional Range and Authenticity shall carry a weight of **30%**.
 - Characterization and Transformation shall account for **25%**.
 - Dialogue Delivery and Vocal Clarity shall contribute **20%**.
 - Physicality and Blocking shall comprise **15%**.
-



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- Ensemble Collaboration shall account for **10%**.

6. PEACE Advocacy Impact Award (Total: 100%) – Special Award

- Clarity of Call-to-Action and Advocacy Message shall carry a weight of **30%**.
- Practicality of Suggested Interventions, such as help-seeking information, shall account for **25%**.
- Community Resonance, based on feedback from school screenings, shall contribute **25%**.
- Accessibility and Inclusivity, including subtitles and representation, shall comprise **20%**.

7. Audience Choice Award

- This award shall be determined through verified and documented school screenings. Each participating school shall be entitled to one vote, and the counting method shall be published by the Secretariat.

DISQUALIFICATION AND SANCTIONS

1. Entries may be disqualified under the following circumstances:
 - the use of unlicensed copyrighted material without proof of license;
 - material breaches of child protection, including unauthorized intimate scenes, hazardous stunts, or acts of exploitation;
 - failure to submit the complete set of deliverables and required consent documentation; and
 - fabrication or falsification of consent forms, credits, or other official requirements.
2. Sanctions for violations shall follow the appropriate disciplinary and legal remedies prescribed by the Department of Education and other applicable laws.



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DOCUMENTATION, ARCHIVING AND POST-FESTIVAL ACTIONS

1. The Regional Office shall maintain a secure archive of all entries, consent forms, release forms, and score sheets for purposes of audit and future reference.
2. A regional evaluation and lessons-learned workshop shall be conducted after the culmination of the Festival. This workshop shall result in the production of an evaluation report containing actionable recommendations and proposed ways forward for the institutionalization and improvement of future Festival runs.

SUBMISSION CHECKLIST

Each Production Team must include the following to the Regional Office:

1. A video file in MP4 format with hardcoded English subtitles, a ProRes HQ master file, and a separate .srt subtitle file.
2. Two official trailers with hardcoded subtitles: one 30-second version and one 15-second version.
3. A poster in A3 size and three to five still images in high-resolution PNG or JPG format.
4. The final shooting script in PDF format.
5. A written synopsis not exceeding 150 words and a Director's Statement between 150–250 words.
6. Proof of copyright clearance and licenses for all music, footage, and third-party materials used.

Meanwhile, the following to their respective SDOs:

1. Signed parental or guardian consent forms and learner assent forms, using the provided templates.
2. Media consent forms for livestreaming and posting, or documented opt-out records, as applicable.
3. A Conflict of Interest (COI) declaration for all adult members of the production crew.
4. Off-campus activity approval (if applicable) and a completed Risk Assessment Form.
5. A Safeguarding Compliance Checklist duly signed by the School Head or Schools Division Superintendent (SDS).
6. All required documents shall be uploaded through the official link to be provided separately by the Secretariat.



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ANNEX A: PARENTAL/GUARDIAN CONSENT

I, _____, of legal age, Filipino, and residing at _____, am the lawful parent/legal guardian of:

Learner's Full Name: _____

Grade/Section: _____

School: _____

Schools Division Office: _____

I hereby voluntarily and freely grant my informed consent for my child/ward to participate in the **PEACE Short Film Festival**, including but not limited to:

- Script reading, rehearsals, filming, and post-production activities;
- School-based screenings;
- Regional screenings and awarding ceremonies;
- Livestreaming (if applicable);
- Posting and publication on official DepEd platforms, including social media channels and websites;
- Archiving of the entry for documentation, audit, and educational reference purposes.

I acknowledge that:

- I have been fully informed of the objectives, scope, and nature of the activity.
- I understand that participation is voluntary and that my child/ward may withdraw prior to final submission, subject to production constraints.
- All activities shall comply with DepEd Child Protection Policy and relevant safety regulations.
- Filming shall not extend beyond 5:00 p.m., and appropriate adult supervision shall be provided at all times.
- No hazardous activities, prohibited content, or unsafe conditions shall be allowed.

I further understand that my child's image, voice, and performance may be recorded and used strictly for educational, advocacy, and official DepEd purposes without monetary compensation.

This consent is executed freely, without coercion, and with full understanding of its implications.

Signature over Printed Name of Parent/Guardian: _____

Date: _____

Contact Number: _____

Government-Issued ID or any ID (Type & No.): _____



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ANNEX B: LEARNER ASSENT FORM

LEARNER ASSENT

I, _____, a learner of _____
(School), hereby state that:

- The PEACE Short Film Festival has been explained to me in a language that I understand.
- I understand that my participation involves acting, filming, rehearsals, and possible public screenings.
- I understand that my image and voice may appear in school and official DepEd platforms.
- I understand that I may raise concerns to my teacher, School Head, or Safeguarding Officer at any time.
- I understand that participation is voluntary.

I willingly agree to participate in this short film.

Signature of Learner: _____

Date: _____

Witnessed by (Teacher/Adviser): _____



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ANNEX C: MEDIA CONSENT FORM

Consent for Livestreaming and Online Publication

I hereby authorize the Department of Education – Negros Island Region to use, reproduce, publish, and distribute photographs, video recordings, trailers, and promotional materials involving my child/ward strictly for official and educational purposes related to the PEACE Short Film Festival.

I understand that:

- No personally identifiable sensitive information shall be disclosed.
- Content shall be posted only on official DepEd platforms.
- No commercial use shall be made of the materials.

I give consent for online publication.

I do **NOT** give consent for online publication (opt-out).

Signature over Printed Name of Parent/Guardian: _____

Date: _____



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ANNEX D: CONFLICT OF INTEREST (COI) DECLARATION

(FOR ADULT PRODUCTION CREW)

I, _____, serving as _____ in
the PEACE Short Film Festival entry of _____ (SDO), hereby
declare that:

- I have no conflict of interest that may compromise safeguarding, fairness, or compliance with festival regulations.
- I shall uphold DepEd Child Protection Policy and Code of Conduct (RA 6713).
- I shall not engage in any act that may exploit, endanger, or improperly influence any learner participant.

I execute this declaration under oath and subject to administrative and legal sanctions for falsification.

Signature: _____

Date: _____



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ANNEX E: SAFEGUARDING COMPLIANCE CHECKLIST

(To be signed by School Head and Schools Division Superintendent)

- Parental Consent Forms secured and verified
- Learner Assent Forms secured
- Media Consent Forms secured/opt-out documented
- Risk Assessment completed (if off-campus)
- Emergency Plan available on set
- Adult supervision ensured at all times
- No hazardous or prohibited content
- Filming concluded within prescribed hours
- Safeguarding Officer designated and present
- Consent documents securely stored for audit

Certified Correct:

Signature Over Printed Name of the
School Head of the Participating School
Date: _____

Signature Over Printed Name of the
SDS of the Participating Schools Division Office
Date: _____



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ANNEX F: RISK ASSESSMENT AND SAFETY MANAGEMENT FORM

I. BASIC INFORMATION

Schools Division Office (SDO): _____

School: _____

Title of Film Entry: _____

Primary Filming Location:

- Within School Premises
- Off-Campus (Complete Sections IV and V)

Filming Dates: _____

Time Schedule (Start-End): _____

Designated Safeguarding Officer: _____

Contact Number: _____

II. RISK IDENTIFICATION

List all foreseeable risks associated with filming activities:

Identified Risk	Level of Risk (Low/Medium/High)	Potential Impact	Mitigation Measures
Example: Slippery floor during rain	Medium	Minor injury	Secure dry location; supervision

(Attach additional sheet if necessary.)

III. GENERAL SAFETY CONTROLS

The following measures shall be strictly observed:

- Filming shall not extend beyond 5:00 p.m.
- Adult supervision present at all times.
- First-aid kit available on set.
- Emergency contact numbers accessible.
- No hazardous stunts, pyrotechnics, weapons (real or replica).
- No tobacco, alcohol, or prohibited substances.
- No intimate nudity or unsafe portrayals.
- No content glamorizing self-harm or violence.
- Safe electrical and equipment setup ensured.
- Learners provided adequate rest breaks.



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VI. SAFEGUARDING DECLARATION

We hereby certify that:

- All potential risks have been identified and mitigation measures established.
- All filming activities comply with DepEd Child Protection Policy and related issuances.
- No learner shall be exposed to unsafe, exploitative, or hazardous conditions.
- This risk assessment shall be available on set at all times during filming.

Prepared by:

Name: _____

Designation: _____

Signature: _____

Date: _____

Reviewed by:

Designated Safeguarding Officer: _____

Signature: _____

Date: _____

Approved by:

School Head/SDS (if off-campus): _____

Signature: _____

Date: _____



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ANNEX F: OFFICIAL ENTRY FORM

I. BASIC INFORMATION

Schools Division Office (SDO): _____
Official Title of Film Entry: _____
School Represented: _____
Complete School Address: _____
School Head: _____
Contact Number: _____
Email Address: _____
Division PEACE Committee Chairperson: _____
Contact Number: _____
Email Address: _____

II. PRODUCTION DETAILS

Director : _____
Adviser/Adult Production Supervisor: _____
Total Running Time (12–15 minutes inclusive of credits): _____ minutes
Primary Language Used: _____
 English Subtitles Hardcoded in MP4 Version
 Separate .srt Subtitle File Included

Filming Locations:

School Premises Only
 With Off-Campus Filming (Attach SDS Approval and Risk Assessment)

III. CAST AND CREW

Number of Student Actors (5–10 only): _____
List of Main Cast (Please specify role if lead or supporting):
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

Technical Crew

Director: _____

Editor: _____

Cinematographer: _____

Sound: _____

Other Roles: _____

IV. REQUIRED DELIVERABLES CHECKLIST

The following have been completed and are enclosed/uploaded:

- Final HD MP4 Film (Hardcoded English Subtitles)
- HD Apple ProRes HQ Master File (No Subtitles)
- Separate .srt Subtitle File
- 30-Second Trailer (HD, Subtitled)
- 15-Second Trailer (HD, Subtitled)
- Director's Statement (150–250 words) Synopsis (Maximum 150 words)
- Final Script (PDF)
- Promotional Poster (A3 PDF)
- 3–5 High-Resolution Still Photos
- Copyright Clearance Sheet with License Documentation
- Parental/Guardian Consent Forms
- Learner Assent Forms
- Media Consent Forms
- Conflict of Interest (COI) Declarations
- Off-Campus Approval (if applicable)
- Risk Assessment Form (if applicable)
- Safeguarding Compliance Checklist

V. DECLARATION AND CERTIFICATION

We hereby certify that:

- The submitted entry is original and produced after the official launch date.
- All copyright requirements have been complied with.
- All consent and safeguarding requirements have been secured and documented.
- The production strictly adhered to DepEd Child Protection Policy and related issuances.
- All information provided in this form is true and correct.



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We understand that any falsification, omission, or violation of festival guidelines may result in disqualification and administrative sanctions.

Prepared by:

Name: _____

Designation: _____

Signature: _____

Date: _____

Certified Correct:

School Head: _____

Signature: _____

Date: _____

Endorsed by:

Schools Division Superintendent: _____

Signature: _____

Date: _____



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