

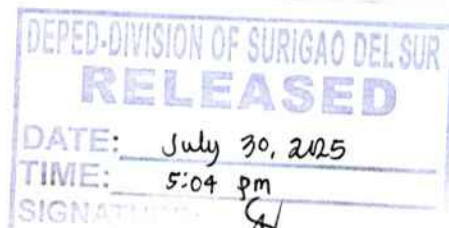


Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

DIVISION MEMORANDUM

No. 717, s. 2025

To: Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors/Districts In-Charge  
 School Heads  
 District/School LRMS Coordinator  
 All Concerned Personnel



**CALL FOR SUBMISSION OF ILLUSTRATED IMAGES FOR DIVISION IMAGE BANK**

- In line with the Schools Division Office's initiative to establish a centralized **Division Image Bank**, all illustrators who have previously contributed to the development of Self-Learning Modules (SLMs), Activity Sheets, Storybooks, Brochures, Infographics, and other printed or digital learning and advocacy materials under various division-led programs and projects are hereby requested to **submit copies of their original illustrations or artworks**.
- This initiative aims to consolidate, preserve, and organize creative outputs for future instructional, developmental, and promotional use while ensuring proper attribution and recognition of contributing artists.
- The following guidelines shall be observed:**
  - High-resolution copies of illustrations (JPEG, PNG, or PDF format)
  - Accompanying file names with titles or brief descriptions
  - Indication of the material or project the illustration was originally used in
  - Illustrator's name and designation (e.g., GUILLEN, Lieu-PDOII)
- The submission deadline is on or before August 30, 2025.**
- Files shall be submitted via a shared One Drive folder <https://tinyurl.com/LRMS-Image-Bank> or through a flash drive submitted to the Curriculum Implementation Division – Learning Resource Management Section.
- All images will be stored in the official Division Image Bank. Usage of submitted illustrations in future materials will be properly credited to the original illustrator, unless anonymity is requested.

7. For queries and clarifications, illustrators may contact Lieu Gee Keeshia C. Guillen, Project Development Officer II- Learning Resource Management Section, through email at lieugeekeeshia.guillen@deped.gov.ph or Facebook Messenger.
8. All concerned are enjoined to give their full cooperation and support to this endeavor as it upholds the Division's commitment to quality and creativity in the delivery of education.
9. For your information, guidance, and immediate compliance.

**LORENZO O. MACASOCOL PhD, CESO V**  
 Schools Division Superintendent *F.C.*

Encl.: None

Reference: None

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

Artworks      Illustrations      Image bank      Image      LRMS      Submission  
 CID/LGKG  
 28/07/2025