



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 095 , s. 2026

January 28, 2026




**PARTICIPATION AND SUBMISSION GUIDELINES FOR THE BUREAU OF FIRE
PROTECTION SHORT FILM CONTEST**

TO: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Public and Private Secondary School Heads
All Others Concerned

1. Attached is a letter from the Bureau of Fire Protection - Tagbilaran City Fire Station, requesting the participation of both Public and Private Secondary Schools, for the information and guidance of all concerned.
2. Please be advised that the deadline for the submission of video entries is on February 26, 2026.
3. Please refer to the enclosed letter and contest mechanics for more information. For clarifications or questions, please contact Jericho L. Yarte at his mobile number 09190693606.
4. Immediate dissemination of this Memorandum to all concerned is desired.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


JOHN ARIEL A. LAGURA PhD. 
Assistant Schools Division Superintendent 



H. Zamora St., Dampas, Tagbilaran City, Bohol
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tagbilarancity.division@deped.gov.ph



Republic of the Philippines
 Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION
REGION VII
TAGBILARAN CITY FIRE STATION - BOHOL
 #0243 E. Calceta Street, Brgy. Cogon, Tagbilaran City, Bohol
 Tel. Number: (038) 422-8362/502-2821/235-3911
 Email: tagbfirestation@yahoo.com

RECEIVED
 TAGBILARAN CITY DIVISION
 JAN 27 2026
 8:50

DEPARTMENT OF EDUCATION
 TAGBILARAN CITY SCHOOLS DIVISION
SDS OFFICE
RECEIVED

BY: GA TIME: _____
 DATE: 1-27-26 CTR #: 1-222

January 26, 2026

Dr. Wilfreda D. Bongalos
 Superintendent
 Tagbilaran City Division

Dear Dr. Bongalos:

Greetings!

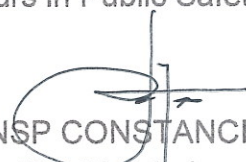
As part of our Fire Prevention Activities Program, the Tagbilaran City Fire Station is organizing a series of educational and interactive initiatives aimed at promoting fire safety awareness and disaster preparedness within the community, with particular focus on Junior and Senior High School students. One of the highlights of this campaign is the Short Film Contest, designed to encourage creativity while delivering meaningful fire safety messages.

In this regard, we respectfully request the participation of the Schools Division of Tagbilaran City in this important undertaking. We kindly ask each school to send at least one (1) representative or team to join the Short Film Contest.

This activity will serve as a platform for students to express their ideas on fire prevention through film while reinforcing the importance of vigilance, preparedness, and community cooperation in reducing fire-related risks. Your support in allowing students to participate will greatly contribute to the success of our Fire Safety Awareness Campaign and will help instill lifelong safety values among the youth.

We look forward to your favorable response and continued partnership in building a safer and more prepared community.

Yours in Public Safety,


 CINSIP CONSTANCIA JUNE C AGUSTIN
 City Fire Marshal



SHORT FILM CONTEST MECHANICS

1. ELIGIBILITY

The contest is open to **Junior and Senior High School student filmmakers** currently enrolled in schools within **Tagbilaran City**.

Only **one (1) entry per school** shall be accepted.

2. FILM DURATION AND NARRATIVE

- Each entry must have a running time of **five (5) to seven (7) minutes**, inclusive of opening and closing credits.
- All entries must include a **narrative** explaining:
 - the plot of the film, and
 - the inspiration behind the story.

3. THEME

The short film must clearly depict the official **Community Relations Week Theme**:

“Hangad Nating Lahat, Pamilyang Handa, Aktibo at Masagana”

The film should promote values related to **preparedness, safety awareness, family resilience, and community cooperation**, particularly in relation to fire prevention.

4. LANGUAGE

Films may be in Filipino or English. The use of local dialects is highly encouraged. Films not in Filipino or English must include Filipino or English subtitles.

5. INELIGIBILITY

The following are not allowed to join the contest:

- Organic members of the **Bureau of Fire Protection (BFP)**
- Professional film production companies
- Entries previously submitted to other competitions

6. FINAL SUBMISSION

Once submitted, entries shall be considered **final** and may no longer be edited, replaced, or modified.

7. INTELLECTUAL PROPERTY

All music, images, video clips, and other materials used must be original, properly licensed, or in the public domain.

The organizers shall not be held liable for any copyright infringement.

8. USAGE RIGHTS

By submitting an entry, participants grant the organizers the **non-exclusive right** to use, reproduce, and publish the films for:

- Fire safety advocacy
 - Educational campaigns
 - Official BFP programs and social media platforms
- Proper credit shall be given to the filmmakers.



9. DISQUALIFICATION

Entries may be disqualified for:

- Plagiarism or copyright violations
- Submission of false information
- Failure to follow contest rules
- Inappropriate, unsafe, or offensive content

10. FINALITY OF DECISION

All decisions of the **Selection Committee and Board of Judges** shall be **final and irrevocable**.

ENTRY REQUIREMENTS

Submission Venue:

Tagbilaran City Fire Station
E. Calceta Street, Tagbilaran City

Deadline of Submission: February 26, 2026

Submission Requirements

All entries must include the following:

1. Application Form containing:

- Film Title
- Total Running Time
- Production Team
- Proponent/Director's Full Name and Contact Number

Attach two (2) recent 2x2 ID photos with valid identification of the filmmaker/s.

2. Final Film Copy

- 1080p resolution
- MP4 format

3. Script/Transcript of the film

4. Official Poster Design

- JPEG format
- Size: 18" x 24"
- Resolution: 300 dpi

ONLINE PRE-REGISTRATION

Schools and participants who intend to join the Short Film Contest are encouraged to pre-register through the official Google Form to confirm participation. Only one (1) entry per school will be accommodated.

🔗 Pre-Registration Link:

<https://forms.gle/xJ7tX4y73JEwiyBJ7>

