



Republic of the Philippines
North Eastern Mindanao State University

Rosario, Tandag City, Surigao del Sur 8300
Telefax No. 086-214-4221
Website: www.nemsu.edu.ph



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 07-031, s. 2024

To: **The Campus Directors**

Date: **July 24, 2024**

Subject: **SEQUENCE OF ENTRIES FOR THE PAGTANAW AT PAG-ALPAS VIDEO DOCUMENTARY CONTEST**



Greetings of peace and solidarity.

Below is the sequence of entries for the Pagtanaw at Pag-ALPAS Video Documentary Contest:

1. BISLIG CAMPUS
2. CAGWAIT CAMPUS
3. TANDAG CAMPUS
4. LIANGA CAMPUS
5. TAGBINA CAMPUS
6. SAN MIGUEL CAMPUS
7. CANTILAN CAMPUS

The film viewing and judging will be on July 30, 2024, at 2:00 PM at the University Gymnasium of Tandag Campus. Participants must already be in their dress code during this time.


Participants from the campuses will be present during the film viewing and judging. The other parts of the celebration will immediately proceed until the evening cultural show and awarding ceremony, which will include a fellowship dinner.

The campuses are hereby reminded of the deadline for submitting the documentary video on July 29, 2024, at 5:00 p.m. only, while the entry forms were due on July 19.

Likewise, the AVP Dance Presentation deadline of the campuses (except Tandag) is July 25, 2024.

For the grassroots and in the spirit of vibrant leadership,

NEMESIO G. LOAYON
SUC President III

fr. 
MARIBEL LOPEZ, PhD
OIC to the President 07-28-24

Encl.: Memorandum from the Office of the President No. 07-012, s. 2024
Memorandum from the Office of the President No. 07-019, s. 2024
Memorandum from the Office of the President No. 07-017, s. 2024



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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 07-012, s. 2024

To: **The Campus Directors**

Date: **July 9, 2024**

Subject: **PAGTANAW AT PAG-ALPAS: A Video Documentary Contest on the Campuses' History and Milestones**



Greetings of peace and solidarity.

In celebration of the rich history and significant milestones of North Eastern Mindanao State University's campuses, we proudly present "**PAGTANAW AT PAG-ALPAS: A Video Documentary Contest.**" All campuses will participate in this event to showcase their creativity and storytelling skills by producing compelling video documentaries that capture the essence of their campus journeys to have a meaningful celebration of the **3rd University Day** come July 30, 2024.

This year's theme of the University Day celebration is "**Building a Transformative, Resilient, and Globally-recognized NEMSU.**"

Winners will get the following cash prizes:

- a. Champion- 18,000.00
- b. 1st Runner Up- 13,000.00
- c. 2nd Runner Up- 8,000.00
- d. Consolation- 4,000.00 each
- e. Best Cinematography- 1,000.00
- f. Best Voice-over Artist- 1,000.00
- g. Best Original Score or Sound Design- 1,000.00

Attached are the contest mechanics, guidelines, and criteria for judging for your reference and guidance.

For queries, you may contact the Office of the President through the Executive Assistant Mick Mars P. Silvano at 086-214-4221 or mmpsilvano@nemsu.edu.ph.

For the grassroots and in the spirit of vibrant leadership,

NEMESIO G. LOAYON
SUC President III

Attachments:

1. Mechanics and Guidelines of the Contest (Pagtanaw at Pag-ALPAS)
2. Entry Form (Pagtanaw at Pag-ALPAS Contest)
3. Criteria for Judging (Pagtanaw at Pag-ALPAS)
4. Criteria for Judging Special Awards (Pagtanaw at Pag-ALPAS)
5. Video and Audio Specifications & Quality Control (Pagtanaw at Pag-ALPAS Contest)

PAGTANAW AT PAG-ALPAS
A Video Documentary Contest on the Campuses' History and Milestones

Mechanics and Guidelines of the Contest

1. In celebration of the rich history and significant milestones of North Eastern Mindanao State University's campuses, we proudly present "PAGTANAW AT PAG-ALPAS: A Video Documentary Contest." This event invites all campuses to showcase their creativity and storytelling skills by producing compelling video documentaries that capture the essence of their campus journeys.
2. Participants are encouraged to delve into their campus' unique historical narratives, significant achievements, and the transformative moments that have shaped their academic environment. This contest celebrates the past and looks forward to the future, embodying the theme of "Pag-alpas," symbolizing liberation and growth.
3. ALPAS also means **Academic Leverage towards Progressive and Aboveboard Service: The Flight of NEMSU to Excellence**, which is the current administration's brand of governance and leadership.
4. Each entry will be judged on content accuracy, creativity, technical quality, emotional impact, and adherence to the theme. Special awards for Best Cinematography, Best Voice-Over Artist, and Best Original Score or Sound Design will also be presented, recognizing excellence in specific aspects of documentary production.
5. Join us in this exciting endeavor as we honor our history, celebrate our milestones, and envision the boundless future of North Eastern Mindanao State University.
6. There shall be one (1) entry only per campus.
7. The campus production team should consist of all employees, whether regular, coterminous, temporary, Contract of Service, or Job Order.
8. Each campus should complete the entry form (see attached) and send it to
on or before July 19, 2024.
9. The duration of the video documentary should only be at least 5 and a maximum of 10 minutes. A deduction of 1 point per lacking or exceeding minute shall be deducted from the total or average score of the judges.
10. The video documentary has 2 major parts- PAGTANAW AT PAG-ALPAS. **Pagtanaw** highlights the history of the campus while **Pag-ALPAS** highlights the milestones achieved by the campus and how they thrived in such journey. The milestones may refer to various areas either in academics, administration, or research, extension, and even production. It may also refer to the best practices of the campus that is unique from other campuses. It shall also highlight the

impact of the campus initiatives to the lives of the students, faculty, staff, stakeholders and the communities it serves.

11. The criteria for judging the winners and the special awards are attached to these mechanics and guidelines.
12. Winners will get the following cash prizes:
 - a. Champion- 18,000.00
 - b. 1st Runner Up- 13,000.00
 - c. 2nd Runner Up- 8,000.00
 - d. Consolation- 4,000.00 each
 - e. Best Cinematography- 1,000.00
 - f. Best Voice-over Artist- 1,000.00
 - g. Best Original Score or Sound Design- 1,000.00
13. The film-viewing and judging will be done on July 30, 2024; 3:00 PM at the University Gymnasium of Tandag Campus. All teams from the campuses should be at the venue at 2:00 PM.
14. Winners will be awarded during the NEMSU: BURAK! PAKAK! The Cultural Night of this year's University Day.
15. Entries must be submitted via email to information@nemsu.edu.ph on or before July 29, 2024, until 5:00 PM only.
16. Attached are the video specifications for guidance and reference of the participating teams.
17. As the video documentary duration is only 5-10 minutes, priority shall be given to the recent milestones of the campus.
18. Violation of any of the above mechanics and guidelines of the contest shall be deemed disqualified unless otherwise explicitly expressed in each item (that only a point deduction will be imposed).

ENTRY FORM

Each campus should complete the entry form and send it to
on or before July 19, 2024.

PAGTANAW AT PAG-ALPAS

A Video Documentary Contest on the Campuses' History and Milestones

ROLE	POSITION	NAME
Director <ul style="list-style-type: none"> • Oversees the creative vision of the documentary. • Guides the overall direction, style, and tone. • Works closely with all team members to ensure the project's coherence. 	Campus Director	
Producer <ul style="list-style-type: none"> • Manages the production from start to finish. • Handles scheduling, and logistics. • Coordinates with the team, interviews, locations 		
Writer/Researcher <ul style="list-style-type: none"> • Conducts in-depth research on the documentary's topic. • Develops the script and narrative structure. • Ensures accuracy and depth of information. 		
Cinematographer/ Videographer <ul style="list-style-type: none"> • Responsible for capturing the visual content. • Chooses camera angles, lighting, and shot composition. • Operates the camera and other filming equipment. 		
Editor <ul style="list-style-type: none"> • Assembles the footage into a coherent and compelling narrative. • Manages pacing, transitions, and overall flow. • Works on color correction, audio 		

synchronization, and special effects.		
Sound Designer/Audio Engineer <ul style="list-style-type: none"> • Records and edits the audio elements. • Ensures clarity and quality of interviews, ambient sounds, and music. • Manages sound effects and audio mixing. 		
Music Composer/Designer <ul style="list-style-type: none"> • Creates an original score or selects appropriate music. • Enhances the emotional impact and atmosphere. 		
Narrator/Voiceover Artist <ul style="list-style-type: none"> • Provides the voiceover for the documentary. • Helps guide the audience through the narrative. 		
Graphic Designer/Animator <ul style="list-style-type: none"> • Creates graphics, titles, and animations. • Adds visual elements to enhance storytelling. 		
Production Assistant <ul style="list-style-type: none"> • Supports various aspects of the production. • Assists with logistics, equipment setup, and other tasks as needed. 		
Interview Coordinator <ul style="list-style-type: none"> • Schedules and organizes interviews with subjects. • Prepares questions and ensures a smooth interview process. 		
Fact-Checker <ul style="list-style-type: none"> • Verifies the accuracy of the information presented. • Ensures credibility and reliability of the documentary. 		

Notes:

1. The team may include other roles not mentioned above if necessary.

2. Individuals may take on multiple roles.
3. The collaboration and coordination among these team members are crucial to creating a successful and impactful documentary.

I attest that the above composition of the Campus Team in this Video Documentary includes all incumbent employees of the Campus, whether Regular, Coterminous, Temporary, COS, or JO. I fully understand that including any outsider in the production of the video, or documentary will result in disqualification from the contest.

Signature over printed name of the Campus Director
Date: _____

This entry form should be notarized. Soft copy of this entry form will be sent to the campus email and group chats.

Criteria for Judging

PAGTANAW AT PAG-ALPAS

A Video Documentary Contest on the Campuses' History and Milestones

These criteria will help ensure the judging process is fair and comprehensive, considering various aspects of documentary filmmaking that contribute to a well-rounded and engaging final product.

1. **Content and Accuracy (30%)**

- Historical accuracy and depth of research.
- Coverage of significant milestones and achievements.
- Relevance and clarity of information presented.

2. **Creativity and Originality (20%)**

- Innovative approach to storytelling.
- Unique presentation style and original content.
- Creative use of visuals, music, and narration.

3. **Technical Quality (20%)**

- Quality of video and audio production (e.g., clarity, lighting, sound).
- Professionalism in editing, transitions, and pacing.
- Use of graphics, animations, and special effects.

4. **Emotional Impact and Engagement (15%)**

- Ability to engage and captivate the audience.
- Emotional resonance and storytelling impact.
- Use of interviews, personal stories, and compelling narratives.

5. **Adherence to Theme (10%)**

- Alignment with the contest theme of "Pagtanaw at Pag-ALPAS."
- Effective representation of the campuses' history and milestones.
- Consistency in theme throughout the documentary.

6. **Overall Presentation (5%)**

- Coherence and logical flow of the documentary.
- Professionalism and polish in the final product.
- Overall impression and impact.

PAGTANAW AT PAG-ALPAS
A Video Documentary Contest on the Campuses' History and Milestones

Criteria for Judging Special Awards:

These criteria ensure that each special award focuses on the key elements that make these aspects of the documentary stand out, recognizing excellence in specific production areas.

1. BEST CINEMATOGRAPHY

Composition and Framing (30%)

- Creative and effective use of framing and composition.
- Visual storytelling through shot selection and angles.

Lighting and Color (25%)

- Appropriate and creative use of lighting.
- Color grading and consistency in visual tone.

Camera Movement and Techniques (25%)

- Smooth and purposeful camera movements (e.g., pans, tilts, zooms).
- Use of advanced techniques like tracking shots, aerial shots, etc.

Visual Impact and Clarity (20%)

- Overall visual clarity and sharpness.
- Impact of visuals in conveying the documentary's message.

2. BEST VOICE-OVER ARTIST

Clarity and Articulation (30%)

- Clear pronunciation and articulation.
- Consistent volume and tone.

Expressiveness and Emotion (30%)

- Appropriate emotional delivery matching the content.
- Ability to engage and captivate the audience through voice.

Pacing and Timing (20%)

- Effective pacing and timing of narration.
- Smooth transitions and flow with the visuals.

Suitability and Authenticity (20%)

- Voice suitability for the documentary's theme and content.
- Authenticity and believability in the narration.

3. BEST ORIGINAL SCORE OR SOUND DESIGN

Originality and Creativity (30%)

- Original composition and innovative sound design.
- Creativity in blending different audio elements.

Emotional Impact (25%)

- Ability of the music/sound design to enhance the emotional tone.
- Contribution to the overall atmosphere and mood.

Integration with Visuals (25%)

- Seamless synchronization with the visuals.
- Effective use of sound to complement and enhance the story.

Technical Quality (20%)

- Clarity and quality of the audio production.
- Professionalism in mixing and mastering the audio.

VIDEO SPECIFICATIONS

1. Resolution

- Minimum: Full HD (1920x1080 pixels)
- Preferred: 4K (3840x2160 pixels) for higher quality

2. Aspect Ratio

- Standard: 16:9

3. Frame Rate

- Minimum: 24 frames per second (fps)
- Preferred: 30 fps for smoother motion

4. Video Format

- File Format: MP4 (H.264 codec)
- Alternative: MOV (H.264 codec)

5. Bitrate

- Minimum: 10 Mbps
- Preferred: 15-20 Mbps for Full HD; 35-45 Mbps for 4K

AUDIO SPECIFICATIONS

1. Audio Format

- Format: AAC or MP3

2. Channels

- Stereo (2 channels)

ADDITIONAL SPECIFICATIONS

1. Duration

- Minimum: 5 minutes
- Maximum: 20 minutes

2. Subtitles

- English subtitles are recommended for non-English segments

3. Intro and Outro

- Include a title screen with the documentary's title, campus name, and team members.
- Include an end screen with credits and acknowledgments.

SUBMISSION REQUIREMENTS

1. File Naming Convention

- Format: [Campus Name]_[DocumentaryTitle]_[TeamName].mp4

2. Submission Method

- Digital upload via email to be sent to

Quality Control

1. Video Quality:

- Ensure the video is clear and free from excessive noise or grain.
- Avoid shaky footage unless used intentionally for effect.

2. Audio Quality

- Ensure clear and audible dialogue.
- Avoid background noise and ensure proper mixing of voice, music, and sound effects.



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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 07-017, s. 2024

TO: **Campus Directors and Key Officials of the University**
Participants to the Pagtanaw at Pag-ALPAS Video Documentary Contest
Newly-appointed and promoted employees (for oath taking)
Tandag Campus Employees (regular, coterminous, casual, COS, JO)
All others concerned

DATE: July 16, 2024

SUBJECT: **DRESS CODE FOR THE 3RD UNIVERSITY DAY CELEBRATION ON JULY 30, 2024**



Greetings of peace and solidarity.

Attached is the dress code for the 3rd University Day Celebration on July 30, 2024; 3:00 PM at the University Gymnasium of Tandag Campus for the following activities:

1. Pagtanaw at Pag-ALPAS: A Video Documentary Contest of the Campuses' History and Milestones
2. Oath Taking of Newly-appointed and Promoted Employees
3. Fellowship Dinner
4. NEMSU: Burak, Pakak! (Cultural Night and Awarding Ceremony)
5. Live Band Party and Entertainment

Strict adherence to the dress code is expected for admission at the venue. All attendees should be at the venue at 2:00 PM. Program will strictly begin as scheduled.

Participants of the campuses are the following: Campus Director and Assistant CD, those who will be taking their oath as newly-appointed and promoted personnel (as identified by the HRMO), other campus personnel as may be identified by the CD, and personnel identified in the submitted entry form for the Pagtanaw at Pag-ALPAS video documentary contest. For Tandag Campus, all employees, regardless of status, shall attend.

Fellowship dinner shall be prepared per campus, while transportation and travel expenses of the participants shall be chargeable against campus/university funds, subject to the existing accounting and auditing rules and regulations.

For queries, you may reach out the Office of the President at 086-214-4221 or op@nemsu.edu.ph. For your guidance and strict compliance. Wide and immediate dissemination of this memorandum is highly desired.

NEMESIO G. LQAYON
SUC President III

Attachment: Dress code details

DRESS CODE FOR THE 3RD UNIVERSITY DAY CELEBRATION

July 30, 2024

3:00 PM onwards at the University Gymnasium of Tandag Campus

Those taking their oath as newly appointed or promoted employees will be in Barong Tagalog and Filipiniana.

For all other attendees:

The Mamanwa and Manobo are indigenous groups in the Philippines, particularly in Surigao del Sur. Each has a unique culture and traditional accessories. Both groups use their accessories to express their identity, cultural heritage, and social status. Each piece carries specific symbolic meanings and is often handmade with traditional techniques passed down through generations.

Option A: All other attendees will be wearing **shirts and trousers with tribal accessories** such as the following:

Mamanwa

1. Beaded Necklaces and Bracelets

The Mamanwa people are known for their intricate beadwork. They create colorful necklaces and bracelets using various beads, shells, and seeds.

2. Headdresses

They often wear headbands or headdresses adorned with beads and sometimes feathers.

3. Earrings and Pendants

Made from natural materials such as seeds, bones, and shells.

Manobo

1. Tangkulo

A colorful headscarf or turban worn by men, often with elaborate embroidery or beadwork.

2. Beaded Jewelry

Like the Mamanwa, the Manobo are skilled in beadwork, creating intricate necklaces, bracelets, and anklets.

3. Tassels and Fringes

Clothing and accessories often feature decorative tassels and fringes.

4. **Bells and Shells**

Accessories may include small bells and shells attached to clothing and jewelry to create a distinctive sound when moving.

5. **Arm Bands and Leg Bands**

Made from various materials, including metal, plant fibers, and beads.

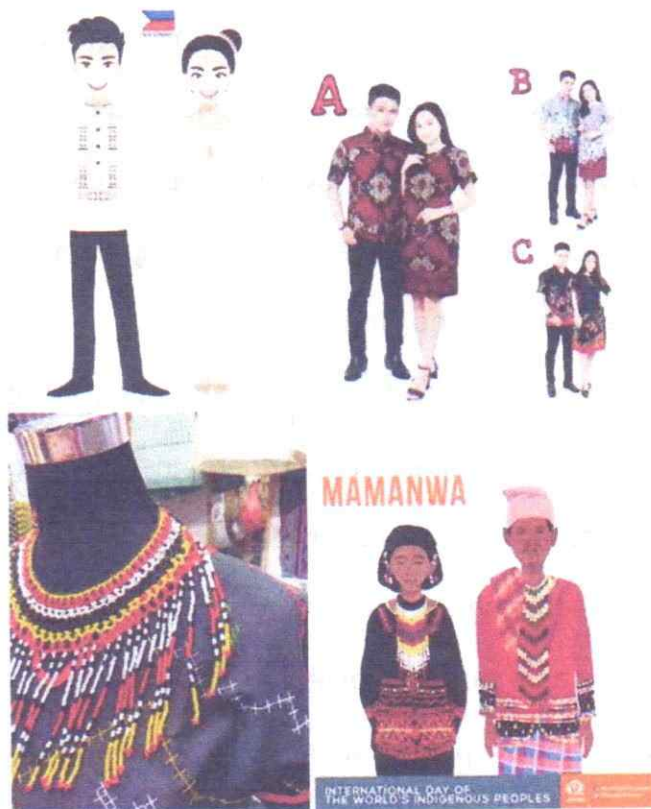
Option B: Women wear Manobo woven skirts and blouses (traditional garments) with detailed embroidery, while men wear traditional woven shirts and trousers.

Option C: Smart Casual with tribal accessories enumerated above.

Option D: Modern Barong/Filipiniana.

Option E: Modern Barong/Filipiniana or katutubong kasuotan with batik clothing. *(Key officials of the University are highly encouraged for this option.)*

Sample Photos:









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MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 07- D/O, s. 2024

TO: CAMPUS DIRECTORS

SUBJECT: PREPARATION OF DANCE PRESENTATION VIDEO FOR 3RD UNIVERSITY DAY CELEBRATION ON JULY 29, 2024

DATE: July 17, 2024



As we approach our 3rd University Day celebration on July 29, 2024, we are excited to come together once again to showcase the achievements, milestones, and the vibrant community spirit of our university. This year, we aim to make the event even more memorable with the inclusion of an Audio-Visual Dance Presentation from each campus.

The dance presentation video should be 3-4 minutes long. Please ensure that the content is concise and impactful. Ensure that the presentation is of high quality, both visually and audibly. Please submit your MP4 file to the University Day Committee at information@nemsu.edu.ph by July 25, 2024. This will allow us sufficient time to review and integrate it into the main event program.

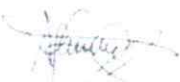
Technical Specifications:

- Resolution: 1920x1080 (Full HD)
- File Format: MP4
- Theme for the Dance Presentations of the Campuses: Cultural Heritage and Modern Innovation

Each campus will perform and record their dance presentation, except for Tandag Campus, which will perform live during the celebration. The dance presentation should showcase the rich traditional Mindanaoan dances integrated with contemporary dance styles. Creativity may highlight how cultural roots and modern innovations can coalesce to build a resilient community.

Your participation and effort in preparing these presentations will greatly contribute to the success of our University Day celebration. We look forward to seeing the diverse and dynamic representations from each campus.

For compliance.


NEMESIO G. LOAYON, PhD
SUC President III