



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL

May 14, 2025

SCHOOL MEMORANDUM

No. 062, s. 2025

CENTRALIZED PHOTO ARCHIVE FOR SCHOOL ACTIVITIES

To: Teaching and Non-Teaching Personnel
All Others Concerned

1. In line with our ongoing efforts to improve the organization, accessibility, and safekeeping of school activity photos and documentation, a **centralized photo archive/storage system** shall be used starting in S.Y. 2025-2026 and onwards.
2. This initiative aims to centralize photo storage for easier access, consistent documentation, timely report preparation, better inter-department collaboration, and reduced reliance on Messenger and similar platforms.
3. Guidelines for uploading and access are as follows:
 - a. Access this OneDrive folder link: <https://tinyurl.com/NorthHigh-PhotoArchive>
 - b. The proponent or the documentation team must upload event photos within 3 days.
 - c. Create a properly labeled folder that includes the activity/PPA title and date. (e.g., "11012025_EnglishMonth"). Save your photos in that folder.
 - d. For activities held on multiple dates, uploaders may create **sub-folders** for each date.
4. Kindly extend your full cooperation with this initiative to preserve our school's milestones and accomplishments in an organized and efficient manner.
5. Immediate dissemination of and compliance with this memorandum is directed.


NANETH P. SALVADOR, EdD
Principal

AMP/SM No. 062, s.2025
05/09/2025

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