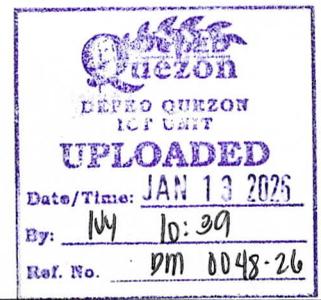




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



09 January 2026

DIVISION MEMORANDUM

No. 0048, s.2026

UPDATING OF PRESS RELEASE AND PUBLIC INFORMATION MANAGEMENT FOCAL PERSON AT THE DISTRICT AND SCHOOL LEVELS

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. With reference to the Division Memorandum DM No. 238,s. 2020 and in line with the commitment of the Schools Division to transparency, accountability, and effective dissemination of accurate information, this Office hereby directs the updating and strengthening of **Press Release and Public Information Management** mechanisms in the Schools Division of Quezon.
2. This Memorandum shall cover all **press releases, official statements, news articles, media advisories, social media content, and other public information materials** issued by the SDO Quezon and its schools.
3. Accordingly, all District Supervisors and School Heads are instructed to undertake the following actions:
 - a. Designate or Reaffirm a Public Information Focal Person (PIFP)** at the district and school levels who shall be responsible for coordinating with the Division Information Office on press releases and public information matters.
 - b. Update internal processes** for drafting, reviewing, and submitting press releases, advisories, announcements, and feature stories for clearance and proper dissemination.
 - c. Ensure alignment of all public information materials** with DepEd branding guidelines, official communication protocols, and existing policies on data privacy and child protection.

DEPEDQUEZON-TM-SDS-04-009-003



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- d. Maintain proper documentation and archiving** of published press releases and information materials for reference and reporting purposes.
- e. Promote responsible use of official social media platforms** and communication channels to ensure consistency and accuracy of information released to the public.
4. To establish the registry of designated District Information Focal and School Information Focal, they are requested to fill out the online form through : **<https://tinyurl.com/REGISTRATIONDISTRICTSCHOOLIOS>** not later than January 15,2026.
5. Further guidelines and coordination mechanisms may be issued by this Office to support the effective implementation of this directive.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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