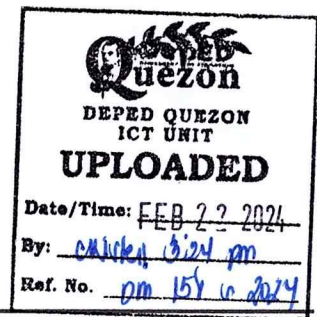




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



19 February 2024

**DIVISION MEMORANDUM**

**DM No. 158, s. 2024**

**SUBMISSION OF CASCADING REPORT ON THE SEMINAR OF DICs ON  
PRINT AND NON-PRINT INFORMATION DISSEMINATION**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
District Research Coordinators  
All Others Concerned

1. In reference with Division Memorandum No. 912, s. 2023 (Seminar of District Information Coordinators on Print and Non-Print Information Dissemination), this Office, through the School Governance and Operations Division (SGOD), enjoins all DICs/participants, in coordination with their PSDS, to **submit a cascading report** to the School Governance and Operations Division (SGOD).
2. The said report which may be placed on a **newsletter format** (PDF) should cover the topics discussed, including basic news writing, social media management, and select provisions of the DMOS/DSMVIM and DepEd MATATAG branding guidelines.
3. Please follow this link to submit the district's report, on or before March 22, 2024:  
<http://tinyurl.com/cascadingRepDIC>.
4. For compliance of all concerned.




  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

parord/02/19/2024

DEPEDQUEZON-TM-SDS-04-009-004



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