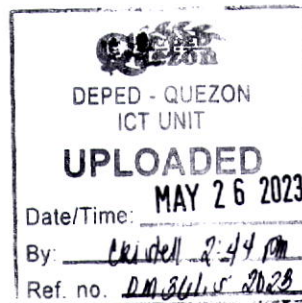




Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



24 May 2023


DIVISION MEMORANDUM

DM No. 361, s. 2023

DESIGNATION OF SEPS OSCAR R. DUMA JR. AS DIVISION INFORMATION OFFICER (DIO)

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
Press Release and Field Correspondents
All Others Concerned

1. Anent to Regional Memorandum No. 260, s. 2023, this Office informs all field and Division Office personnel of the designation of Senior Education Program Specialist (SEPS) Oscar R. Duma Jr. as the Division Information Officer (DIO).
2. As such, SEPS Duma is expected to perform the duties and responsibilities stated in the attached Memorandum.
3. The DIO may designate members of the Press Release and Field Correspondents (PREFIC) Team, teacher-journalists or other capable personnel to cover Regional and Division activities when needed.
4. For immediate and widest dissemination.

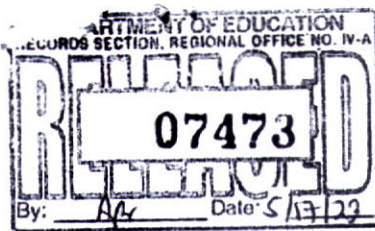

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smmeord/05/24/2023

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



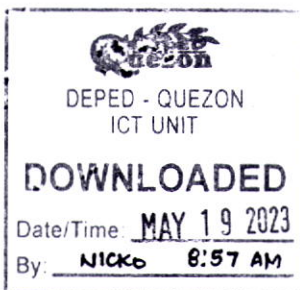
12 May 2023

Regional Memorandum
No. 260, s.2023

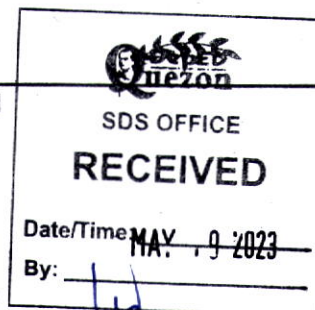
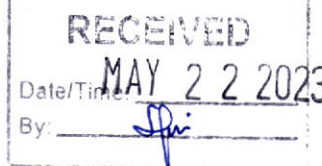
DESIGNATION OF DIVISION INFORMATION OFFICERS

To: Schools Division Superintendents

- 1. The Public Affairs Unit (PAU) of the Regional Office serves as the communication office responsible for the management of the communication system, delivery of direct communication support, and promotion of the accomplishments and best practices of the region, including those of the Schools Division Offices (SDOS) in CALABARZON.
2. This Office through the Public Affairs Unit (PAU) requests all Schools Division Offices to designate their own Division Information Officer (DIO) who will be the counterpart of PAU in the Division.
3. The issuance of this memorandum shall replace Regional Memorandum No. 734, s. 2018 titled Designation of Division Information and Action Officers.
4. As the Division Information Officer, the designated personnel are expected to perform the following:
a. Designate writers the can cover Regional and Division activities happening in their Division;
b. Help promote DepEd-initiated activities in their official SDO media platforms;
c. Assist the RO and their SDO in handling issues and concerns coming from the Central Office or from the field;
d. Assist the RO and their SDO during crisis management, if needed;
e. Inform the Regional Information Office (RIO) and submit significant incident reports as stipulated in Regional Memorandum No. 736, s. 2022; and
f. Assist in the conduct of DepEd-initiated events (such as Oplan Balik Eskwela, Press Conference, etc.) where the Division Information Officer is needed.
5. Each designated DIO is advised to secure a designation memorandum signed by the Schools Division Superintendent.




Address: Gate 2, Karangalan-Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph SGOD



Certificate No. PHP QMS 22 93 0085

6. All designated officers are requested to fill out the online directory form at <https://bit.ly/DepEd4ADIO2023> and upload a scanned copy of their designation.
7. If a DIO shall be replaced, it is advised that the RIO be immediately informed and the new DIO shall accomplish the online form.
8. Strict compliance with this memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director *ama*

CB

ORDPAU2