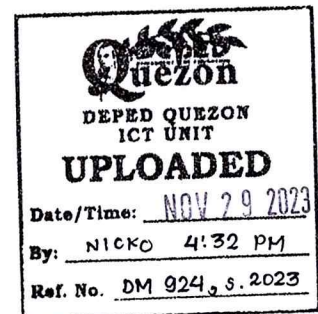




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



24 November 2023

DIVISION MEMORANDUM

DM No. 924, s. 2023

ADDENDUM TO DM 912, S. 2023, RE: SEMINAR OF DISTRICT INFORMATION COORDINATORS ON PRINT AND NON-PRINT INFORMATION DISSEMINATION

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

1. In connection with the one-day Seminar of District Information Coordinators on Print and Non-Print Information Dissemination on November 30, 2023, this Office informs all concerned that the venue will be at **M.I. Sevilla's Resort, Brgy. Domoit, Lucena City.**
2. Registration starts at 7:00 a.m., followed by the program preliminaries at 8:00 a.m.
3. Please see Enclosure Nos. 1 and 2 for the indicative program of activities, and list of technical working committee members, respectively.
4. Food, venue, and travel expenses of the participants and the program management team shall be charged against the Division/school MOOE or other local funds, subject to the usual accounting and auditing procedures.
5. Immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

parord/11/24/2023

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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[Enclosure No. 1 to DM No. _____, s. 2023]

Indicative Program of Activities

Time	Activity/Content	Persons Responsible
7:00 – 8:00 a.m.	Registration/Attendance Breakfast	Aivie Abracia-Rabe <i>PREFIC/ Pagbilao I</i>
8:00 – 9:00 a.m.	<i>Preliminaries</i> AVP (National Anthem, CALABARZON March, DepEd Quality Policy, Prayer)	Braulio Ruelo Jr. <i>PREFIC/ Pagbilao I</i>
	Program Facilitation	Jerome M. Rodil Raenel P. Rodil <i>PREFIC/ Pagbilao I</i>
	Welcome Remarks	Herbert D. Perez <i>ASDS/ SGOD In-Charge</i>
	Inspirational Message	Rommel C. Bautista, CESO V <i>Schools Division Superintendent</i>
	Statement of Purpose	Elizabeth M. De Villa <i>SGOD Chief</i>
<i>Discussion</i>		
9:00 – 10:30 a.m.	Strategies for Effective Social Media Management (DepEd Tayo Facebook page)	Mr. Giefe Jefferson C. Carvajal <i>Executive Assistant I</i> <i>Office of the Municipal Mayor</i> <i>Pagbilao, Quezon</i>
10:30 – 12:00 p.m.	Basic News Writing Principles	Ms. Carmi A. Isles <i>News Reporter I</i> <i>Radyo Pilipinas Lucena</i>
12:00 – 1:00 p.m.	<i>Lunch Break</i>	
1:00 – 2:30 p.m.	Key Functions of the School and District Information Coordinators	Oscar R. Duma Jr., EdD <i>Division Information Officer</i> <i>Senior Education Program</i> <i>Specialist</i>
2:30 – 4:00 p.m.	DMOS, DSMVIM, and DepEd MATATAG Branding	Edmond J. Malihan <i>School Paper Adviser/PREFIC</i> <i>Teacher III/ Guinayangan South</i>
4:00 – 4:30 p.m.	Program Evaluation/ Closing Ceremonies	Braulio Ruelo Jr. <i>PREFIC/ Pagbilao I</i>
		Jerome M. Rodil Raenel P. Rodil <i>PREFIC/ Pagbilao I</i>

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[Enclosure No. 2 to DM No. _____, s. 2023]

List of Technical Working Committee Members

Name of Members	Role/Assignment
Herbert D. Perez	Overall Chairperson ASDS
Elizabeth M. De Villa	Vice-Chairperson SGOD Chief
Oscar R. Duma Jr.	Program Management Team Leader Proponent/ DIO
Aivie Abracia-Rabe	Registration/ Attendance PREFIC/ Pagbilao I
Jerome M. Rodil Raenel P. Rodil	Masters of Ceremony PREFIC/ Pagbilao I
John Mark V. Arche	Photo/ Video Documentation PREFIC/ Lopez East
Realou E. Año	Narrative Report/ Press Release PREFIC/ Mauban North
Braulio Ruelo Jr.	Program Evaluation/ Technical Staff PREFIC/ Pagbilao I

-Nothing follows.

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