



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



OFFICE MEMORANDUM  
OM No. 043, s. 2022

25 April 2022

**CLARIFICATORY MEETING  
WITH THE DIVISION INFORMATION AND CREATIVE TEAM (DICT)**

**TO: Assistant Schools Division Superintendents,  
DICT Core Team Members and Select Partners,  
All Others Concerned**

Please be advised to attend the meeting on **May 02, 2022 (Monday)** at **10:00 a.m. to 12 noon only** via google meet with the following link <https://meet.google.com/xhr-eaet-ftq>

Attendees to the meeting are the Top Management, Division Information and Creative Team (DICT) Core Group/ Team Members and Select Partners. All are requested to connect to the prescribed link 15 minutes before the meeting begins.

The agenda of the meeting are as follows:

1. Clarification on Terms of References in relation to DM No. 167 s. 2021
2. Finalization of Roles and Functions
3. Other matters

All expenses relative to this activity shall be chargeable against local fund subject to usual accounting and auditing procedures.

Attendance is a must. For strict compliance.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

OSDSsvd04/25/2022

DEPEDQUEZON-TM-SDS-04-010-004



*"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](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



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

---

23 March 2021

**DIVISION MEMORANDUM**

DM No. 167, s. 2021

**COMPOSITION OF THE DIVISION INFORMATION AND CREATIVE TEAM (DICT)**

**To:** OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors, Education Program Specialists, IT Officer, Division Information Officer, Section/Unit Heads, Public Schools District Supervisors, Elementary and Secondary School Heads, Press Release Field Correspondents, CIT Members, and Others Concerned

---

1. By virtue of Republic Act No. 7079 providing for the development and promotion of campus journalism in the school and community contexts, and in line with the Division Memorandum No. 263, s. 2020 reiterating the role of DepEd Tayo page administrators, as well as the DM No. 238, s. 2020 issuing the guidelines in press release and public information management, this Office through the SME-Division Information function, declares the composition of the **Division Information and Creative Team (DICT)**.
2. The DICT formally established herein shall be chiefly responsible in promoting the programs, projects and activities (PPAs) of the Schools Division of Quezon through the production of informational videos, pamphlets and photographs; writing of feature articles, scripts and press releases; management of the Quezon DepEd Tayo FB page and website; and coverage of Division PPAs for promotion and increasing partnerships.
3. In exigency of the service, the DICT is expected to deliver the following specific functions:
  - a. Write news articles and features for press releases, and scripts for audio-visual productions;
  - b. Display/post relevant and timely press releases, announcements, and visual-informative contents for public information;
  - c. Showcase the best practices and achievements of the Division on areas of quality, access and governance;

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  
SCHOOLS DIVISION OF QUEZON PROVINCE

- d. Participate in meetings and professional development activities relevant to information management and production of multi-media resources;
  - e. Produce high-impact photos, graphics or layout; and
  - f. Perform other tasks as may be assigned by the Top Management.
4. Please see Enclosure No. 1 for the list of DICT Core Team Members and Partners.
  5. To acquaint the DICT on its purpose, plan and accountability, all members and partners are expected to attend a brief online orientation set on March 29, 2021 at 3:00 p.m. via Google Meet using the following meeting link: [meet.google.com/ypx-mxak-ziq](https://meet.google.com/ypx-mxak-ziq).
  6. The DICT is open for other teacher-photojournalists, videographers, layout artists and interested partners who can write fluently both in English and Filipino. Aspirants may coordinate with SEPS/DIO Oscar Duma Jr.
  7. Official members and partners shall be assessed annually based on performance, and the list shall be updated as necessary through the issuance of a separate Memorandum.
  8. Immediate and wide dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

DEPED - QUEZON ICT UNIT
<b>UPLOADED</b>
Date/Time: 3/25/21 5:39 PM
By: [Signature]
Ref. no. Dm/167/c. 2021

smeord03/23/2021

DEPEDQUEZON-TM-SDS-04-008-003



*"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](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)





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

Enclosure No. 1 to DM No. \_\_\_\_\_, s. 2021

**DICT- CORE GROUP**

No.	Name	Position	Role
1	Elias A. Alicaya Jr., EdD	OIC-Schools Division Superintendent	Chairperson
2	Gregorio A. Co Jr.  Gregorio T. Mueco  Herbert D. Perez	OIC-Assistant Schools Division Superintendents	Vice Chairpersons
3	Elizabeth M. De Villa  Lorena S. Walangsumbat, EdD	SGOD Chief  CID Chief	Lead Consultants
4	Oscar R. Duma Jr.	Senior Education Program Specialist	Division Information Officer/ Director/ Senior Writer/ Quezon DepEd Tayo Page Admin/ PReFiC Lead
5	Abner L. Pureza	Education Program Supervisor	Division Campus Journalism In-Charge (English)/ Senior Writer/ Consultant/ Director/ Quality Assurance
6	Gilbert C. Alva	Senior Education Program Specialist	Senior Writer/ Consultant/ Director/ Events Manager
7	Maria Bernadit M. Tupas, PhD	Education Program Specialist II	Senior Writer/ Quality Assurance/ PReFiC Co-lead
8	Wilbert B. Porteza	Division ITO	IT Consultant/ Audio-Visual Resource & Production Consultant/ Quezon DepEd Tayo Page Admin/ Website Admin
9	Rommel T. Oczon	Teacher II- SHS	IT Consultant/ Audio-Visual Resource & Production Support Staff
10	Christian Kenneth G. Villamiel	Teacher II (Quezon NHS)	Lead Videographer, Photographer & Layout Artist
11	Wins Marian Dela Cruz, PhD	Master Teacher II (Atimonan NCHS)	Videographer, Photographer & Layout Artist
12	Zaldy O. Bueno	Head Teacher III (Gumaca NHS)	Script Writer/ Editor/ Voice Talent
13	Leah Bermudez	Teacher III (Quezon NHS)	Script Writer/ Editor/ Voice Talent

Press Release Field Correspondents (PReFiC)

\*\*\*

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](mailto:quezon@deped.gov.ph)  
 Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)





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

**DICT- PARTNERS**

FIRST CONGRESSIONAL DISTRICT				
No.	Name	School	Assigned Areas	Role
1	Jerwin S. Tierra	Talipan NHS	Pagbilao, Padre Burgos	Writer/ Photographer/ Layout Artist
2	Irish Jean Adigan	Talipan NHS	Pagbilao/ Agdangan	Writer
3	Joel Porta	Pagbilao Central	Pagbilao/ Unisan	Writer/Photographer
4	Dominic Almirez	DM Pastrana MNHS	Mauban/ Sampaloc	Writer/ Photographer/ Layout Artist
5	Realou Anoso	Mauban South Central	Mauban/ Sampaloc	Writer
6	Dorothy Calubayan Villamena	DM Pastrana MNHS	Mauban/ Sampaloc	Writer
7	Charisse Joyce Enriquez	Bilucan ES	Mauban/ Sampaloc	Writer/ Photographer/ Layout Artist/ PReFiC Member
8	Joe Anthony Casareo	Sampaloc ES	Mauban/ Sampaloc	Writer
9	Sarah O. Mendoza	Paaralang Elementarya ng Maka	Lucban	Writer/ PReFiC Member
10	Tristan Balmeo	PSLIS	Lucban	Writer
11	Billy Anola	PSLIS	Lucban	Writer/ Layout Artist
12	Divina Ella	PEL	Lucban	Writer/ Photographer
13	Romel Pastor	Infanta NHS	Infanta/ Real/ Gen. Nakar	Writer/ Photographer
14	Carla Leynes Villamater	Infanta NHS	Infanta/ Real/ Gen. Nakar	Writer
15	Franzen Taniegra	Infanta NHS	Infanta/ Real/ Gen. Nakar	Photographer/ Videographer/ Writer
16	Janet Suaverdez	Polillo NHS	Polillo Group of Islands	Writer/ Videographer
17	Dana Marlou Mangahas	Polillo NHS	Polillo Group of Islands	Writer/ Photographer
18	Sarah Rodriguez	Polillo NHS	Polillo Group of Islands	Writer
19	Benedicto Portales	Polillo NHS	Polillo Group of Islands	Writer/ Videographer

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](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)





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

**DICT- PARTNERS**

SECOND CONGRESSIONAL DISTRICT				
No.	Name	School	Assigned Areas	Role
1	Alvin Patal	Quezon NHS	Sariaya/ SDO	Writer/ Anchor
2	Ian Benedict Roxas	Quezon NHS	Sariaya/ SDO	Writer/ Photographer
3	Reniel Emerson Quisao	Quezon NHS	Sariaya/ SDO	Layout Artist/ Photographer
4	Melanie Alano	Lutucan NHS	Sariaya	Writer
5	Alexander Bukid	Lutucan NHS	Sariaya	Writer/ Photographer
6	Evelyn Gutierrez		Sariaya	Writer
7	Jennie Munoz	Candelaria West CES	Candelaria	Writer
8	Rodil Briones	Masin ES	Candelaria	Writer
9	Don Kirby Alvarez	Candelaria West CES	Candelaria	Layout Artist/ Photographer
10	Jerome Metierre	Sta. Catalina NHS	Candelaria	Writer/ Layout Artist/ Photographer
11	Irish Panaligan	Sta. Catalina NHS	Candelaria	Writer
12	Haydee de los Reyes	Pahinga Norte ES	Candelaria	Writer
13	Randall Dimaculangan	Recto MNHS	Tiaong/ San Antonio	Writer/photographer
14	Myra Garcia	Recto MNHS	Tiaong/ San Antonio	Writer
15	Jonathan Gideon Vega	Recto MNHS	Tiaong/ San Antonio	Writer/ Layout Artist/ Photographer
16	Bryan Villamayor	Sta. Lucia NHS	Dolores	Writer/ Layout Artist/ Photographer
17	Jayson Libit	Dolores ES	Dolores	Writer/Layout Artist/ Photographer
18	Jenette B. Agojo	Dolores ES	Dolores	Writer/ Photographer

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  
SCHOOLS DIVISION OF QUEZON PROVINCE

**DICT- PARTNERS**

THIRD CONGRESSIONAL DISTRICT				
No.	Name	School	Assigned Areas	Role
1	Victor Ilagan	Mulanay ES	Mulanay/ San Francisco	Writer/ Photographer
2	Jennifer L. Mendoza	Aurora Central Annex-1 ES	Mulanay/ San Francisco	Writer/ PReFiC Member
3	Rolan Fabricante	Mulanay	Mulanay/ Catananuan	Writer/ Photographer
4	Maricel C. Andes	Aurora Central Annex-1 ES	Mulanay/ Catananuan	Writer/ PReFiC Member
5	Jerome M. Rodil	Renato Edaño Vicencio NHS	Mulanay/ Catananuan	Writer/ PReFiC Member
6	Joey Balaguer	Mulanay	Mulanay/ San Narciso	Writer/ Photographer
7	Raenel P. Rodil	Renato Edaño Vicencio NHS	Mulanay/ San Narciso	Writer/ PReFiC Member
8	Jerome Ian Grimaldo	Mulanay	Mulanay/ San Andres	Writer/ Photographer
9	Leonila Figuera	San Isidro NHS	General Luna/ Macalelon	Writer/ Photographer
10	Lemwel B. Soliman	Olongtao National High School	General Luna/ Macalelon	Writer/ PReFiC Member
11	Radgel Morales	Camflora NHS	San Andres/ San Narciso	Writer/ Photographer

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](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)





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

**DICT- PARTNERS**

FOURTH CONGRESSIONAL DISTRICT				
No.	Name	School	Assigned Areas	Role
1	Edilbert Cadelina	Atimonan CES	Atimonan/ Plaridel	Writer/ Layout Artist/ Photographer
2	Rapunzel Arejola	Atimonan CES	Atimonan/ Plaridel	writer
3	Manilius Escasa	Atimonan NCHS	Atimonan/ Plaridel	Writer/ Photographer
4	Maria Ayesa C. Ursabia	Atimonan CES	Atimonan/ Plaridel	Writer
5	Vincent Ryan C. Lascano	Atimonan NCHS	Atimonan/ Plaridel	Writer/ Photographer
6	Arjay Oribiana	Gumaca NHS	Gumaca/ Pitogo	Writer/ Photographer
7	Aileen Ariola	Gumaca West CES	Gumaca/ Pitogo	Writer/ Layout Artist/ Photographer
8	Sherwin Saavedra	Gumaca NHS	Gumaca/ Pitogo	Writer/Layout Artist/ Photographer
9	Johnny Sahagun	Lopez NCHS	Lopez	Writer/ Photographer
10	Gideon Louise Tranas	Lopez NCHS	Lopez	Writer/ Layout Artist/ Photographer
11	Jinky Red	Lopez ES	Lopez	Writer
12	Jerome Pialo	Calauag NHS	Calauag	Writer
13	Arjay Pasion	Sto Domingo NHS	Calauag	Writer/ Photographer
14	Edmond Malihan	Guinayangan CES	Guinayangan	Writer/ Layout Artist/ Photographer/ PReFiC Member
15	Sherwin Jude Zubieto	Guinayangan NHS	Guinayangan	Writer
16	Lito Panya	Guinayangan ES	Guinayangan	Writer/ Layout Artist/ Photographer
17	Rosalia Castro	Alabat Island NHS	Alabat/ Quezon	Writer/ Photographer
18	Greta Entoma	Alabat Island NHS	Alabat/ Perez	Writer/ Photographer
19	Gay Sasis	Alabat Island NHS	Alabat/ Perez	Writer/ Photographer
20	Armela T. Esmena	RT Camacho Integrated School	Alabat/ Quezon	Writer/ PReFiC Member
21	Abner Llanes	Tagkawayan NHS	Tagkawayan	Writer/ Photographer
22	Jeffrey Pallas	Tagkawayan HS	Tagkawayan	Writer/ Photographer
23	Estrella Ergina	Tagkawayan CES	Tagkawayan	Writer/ Photographer

DEPEDQUEZON-TM-SDS-04-000-003



"Creating Possibilities, Inspiring Innovations"  
Address: Sitio Fori, Brgy. Tailpan, 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

