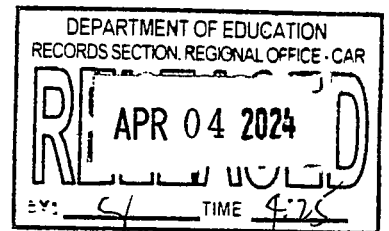




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



April 4, 2024

REGIONAL MEMORANDUM

No. 199-2024

**COORDINATION MEETING WITH CARAA 2024 MEDIA RELATIONS OFFICERS
/ MEDIA TEAM COMMITTEE**

To: Assistant Regional Director
Schools Division Superintendents
Regional Office Division Chief) HRDD
ORD-Public Affairs Unit
All Concerned Schools
All Others Concerned

1. Relative to the upcoming 2024 Cordillera Administrative Region Athletic Association (CARAA) event scheduled for April 15-19, 2024, in Apayao, the Office of the Regional Director - Public Affairs Unit (ORD-PAU) will conduct a Virtual Coordination Meeting with the CARAA 2024 Media Team Committee on April 11, 2024, at 1:30 P.M. via Microsoft Teams. Please access the meeting through the provided link: <https://tinyurl.com/CARAA2024MediaMeeting>.

2. The Coordination Meeting aims to discuss the roles and functions of the team, ensuring clear communication with the result committee, and disseminating accurate information to the public during the sports event.

3. Enclosures are attached for additional information:

- a. List of Media Relations Officers/Media Team members and their assigned sports events to cover;
- b. Process flow; and
- c. Approval Form.

4. For any clarification and inquiries, you may contact Ms. Manilyn D. Botilas of ORD - Public Affairs Unit (PAU) via telephone number at (074) 422-1318 or through email at car.pau@deped.gov.ph.

5. Immediate dissemination of and compliance with this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director



ORD/PAU/MDB/CoordinationMeeting
April 1, 2024



Address: DepEd-CAR, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: car@deped.gov.ph

 DepEd Tayo Cordillera  <https://depedcar.ph>

199.2024

Enclosure 1: RM. No. ___s. 2024 COORDINATION MEETING WITH CARAA 2024
 MEDIA RELATIONS OFFICERS / MEDIA TEAM COMMITTEE

LIST OF MEDIA RELATIONS OFFICERS / MEDIA TEAM

NO.	NAME	OFFICE/ POSITION/ BILLETING SCHOOL	PROPOSED SPORTS EVENT TO COVER/ PLAYING VENUE
1	Chairperson Manilyn D. Botilas	ORD-PAU, Regional Office Billeting School: Quirino ES	Taekwondo (Elem) Venue: Cabatacan Gym
2	Co-Chairperson Laureen Likigan	HRDD, Regional Office Billeting School: Quirino ES	Gymnastics (E & S) Venue: Efren U de San Jose Sports Center
	Members:		
3	Jaymaril Pacito (Technical / Lay-out Artist and Video Editor)	ORD-PAU, Regional Office Billeting School: Quirino ES	Taekwondo (Sec) Venue: Cabatacan Gym
3	Reporter/Teacher: John John Martinez	SDO Apayao Billeting School: Tumog ES/ HS	Archery Venue: Apayao PPO
4	Journalism Student: Azelea Joannah Gumabay/ Ean Patrick Borromeo (Photo Journalist)		
5	Bless Maricar B. Ramos	SDO Abra, EPS II Billeting School: Pudtol VHS, Calanasan	Swimming (E &S) Venue: Apayao Tourism and Sports Complex
6	Rynwalter A. Paa	SDO Abra, EPS II Billeting School: Pudtol VHS, Calanasan	Football Venue: Pistol CS
7	Pidencio Castillo	SDO Apayao, PDO II Billeting School: Tumog ES/ HS	Sepak Takraw (E & S) Venue: Panay Gym, Santa Marcela

8	Allan Gobrin / Christian Mark A. Julian	SDO Apayao, EPS II Billeting School: Tumog ES/ HS	Pencak Silat Venue: Cabatacan Gym
9	Reporter/Teacher: Erleech Daligcon Journalism Student: Meizon Ramos (news writer)	SDO Apayao Billeting School: Tumog ES/ HS	Chess (Elem and HS) Venue: LGU Luna Conference Hall
10	Christopher David Oliva	SDO Baguio City, PDO II Billeting School: Luna CS/ NHS	-Basketball (Sec) - Dance Sport Venue: BGV Jr Sports Center
11	Lorna M. Yaco	SDO Benguet, EPS II Billeting School: Flora NHS	Softball (E & S) Venue: Flora NHS
12 13	Teacher/Reporter: Merie Glo Borja Journalism Student: Precious Garillo (sports writer)	SDO Apayao Billeting School: Tumog ES/ HS	Billiards Venue: Flora CS
14	Genevieve B. Camhit	SDO Ifugao, EPS II Billeting School: Pudtol CS	Volleyball (Secondary) Venue: EKB Gym – Pudtol
15 16	Teacher/Reporter: Jessica Ubay Journalism Student: Sheena Janeen Rieta (sports writer)	SDO Apayao Billeting School: Tumog ES/ HS	Volleyball (Elementary) Venue: Pudtol Evacuation Center
17 18	Teacher/Reporter: Melody Herrera Journalism Student: Joe Ken Pallat / Romeo Pamittan	SDO Apayao Billeting School: Tumog ES/ HS	Arnis (E & S) Venue: EKB Gym, Sta. Marcela
19	Teacher/Reporter: Alvin Zuniga	SDO Apayao	Badminton (E & S)

20	Journalism Student: Jericho Quigao (news writer)	Billeting School: Tumog ES/ HS	Venue: Sta. Marcela Evacuation Center
21	Nemia N. Lite	SDO Mountain Province, EPS Billeting School: Bacsay ES/ BacDa NHS (Conner)	Table Tennis (E & S) Venue: Apayao State College
22	Jeanette T. Gaas	SDO Mountain Province Billeting School: Bacsay ES/ BacDa NHS (Conner)	Athletics (E & S) Venue: Apayao Tourism and Sports Complex
23	Romeo B. Agagon	SDO Tabuk City, SEPS Billeting School: San Isidro ES/ Apayao State College (Kabugao)	Baseball (E & S) Venue: Apayao Tourism and Sports Complex
24	Daisy May M. Bucao	SDO Tabuk City Billeting School: San Isidro ES/ Apayao State College (Kabugao)	Tennis (E & S) Venue: Apayao Tourism and Sports Complex
25	Teachers/Reporters: Karen Sampayan	SDO Apayao Billeting School: Tumog ES/ HS	- Boxing (San Isidro Gym)
26	Olivia Tomas		- Wushu (San Isidro Gym)
27	Jasmere Reign Gorospe		- Futsal (Dagupan Gym)
28	Jericho Tabuena		- Wrestling (PRRD Warehouse)
29	Roderick Jimenes		- Muay Thai (San Isidro Gym)
30	Ruby Palacay		- Basketball -Elem (ECB Jr. Evacuation Center)
	Journalism Students/ Journalist:		
31	Nicole Watson		
32	Aldrich Josh Orcilla		
33	Airene Jem Ventura (sports writer)		

34	Aldrich Josh Orcilla (radio broadcaster)		
36	Jenny Rose Garcia (news writer)		
37	Jamaica Serut (news writer)		

Note: *The Media Room will be located at Quirino Elementary School*

199 . 2024

Enclosure 2: RM. No. ___s. 2024 COORDINATION MEETING WITH CARAA 2024
 MEDIA RELATIONS OFFICERS / MEDIA TEAM COMMITTEE

**Process Flow for Posting News Articles on Social Media
 (Information Management and Dissemination)**
Media Coverage

STEP	PROCESS/ ACTIVITY	OUTPUT	PERSON IN-CHARGE
1	Capture photos/videos, draft news articles, and prepare material for dissemination through social media posts	Digitalized draft material	Media Relations Officer / Media Team
2	For game results, obtain the official information/result and coordinate with the ' Result Committee ', not with the Tournament Managers.	Game Result	Media Relations Officer / Media Team
3	Open this link to upload materials (pictures/videos with news articles) https://tinyurl.com/CARAA2024MediaFiles	Digitized draft material	Media Relations Officer / Media Team
4	Review and edit draft materials, then endorse them to the RD/ARD for comments, suggestions, and approval	Digitized draft material	PAU Staff
5	With revision: If NO , proceed to publication on the social media page. PAU staff are responsible for uploading the approved news articles/media coverage to the DepEd Tayo Cordillera Official Facebook Page.		PAU Staff
6	If YES , proceed to next step.		
7	Revises the material or incorporates suggestions and changes.	Updated material for posting	Media officer assigned
8	Publishes and shares material on the social media page: https://www.facebook.com/DepEdTayoCordillera	Published material on the social media page (Straight News Coverage, Feature Article)	PAU Staff

Note: The cutoff time for uploading materials to the office drive is **3:00 p.m.** Any events occurring after 3:00 p.m. will be posted on the following day.

199.2024

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APPROVAL FORM

News Article content for DepEd Tayo Cordillera FB Page

(TITLE)

News Content:

Prepared by:

(Complete Name)

Reviewed by:

PAU Staff

RD's comment

Approved by:

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director