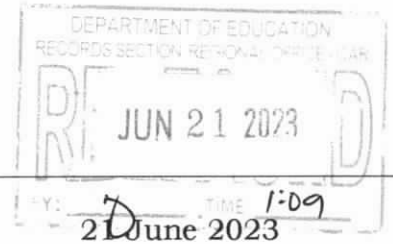




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

3588



REGIONAL MEMORANDUM
285-2023

SUBMISSION OF UPDATED NAMES OF DESIGNATED DIVISION INFORMATION OFFICERS (DIOs) AND THEIR ALTERNATES

To: Assistant Regional Director
Schools Division Superintendents
Division Information Officers and Alternates
All Others Concerned

1. To ensure continuous information dissemination, advocacy, and provision of relevant news to stakeholders across all levels of governance, all Schools Division Offices shall submit **updated names of their designated Division Information Officers (DIOs) and their alternates.**

2. It is requested that the existing DIOs be retained since they have already undergone several national and regional trainings relative to their appended duty unless he/she has been promoted or reassigned.

3. The following tasks of the DIOs are reiterated as culled from DepEd Order No. 99, series 2010 and other existing policies:

- a. assist and act as point persons in addressing issues and concerns raised by the public and the media involving their offices;
- b. inform this Office through the Public Affairs Unit of any untoward incidents in their respective areas and submit a detailed report within 24 hours to this Office;
- c. provide news feeds (e.g. articles, photos) to the Public Affairs Unit for possible inclusion in media releases to local and national outlets, regional publications, and social media. This does not preclude any contributions submitted to the existing division newsletters;
- d. promote DepEd programs, projects, and activities in their official SDO social media platforms;
- e. support their schools division superintendents in responding to media queries and local news issues;
- f. coordinate with the Public Affairs Unit on official statements and reactions on existing issues;
- g. promptly assist the regional office and division office during communication crises; and
- h. perform the duties of an information officer on top of their current duties.

4. The designated division information officers shall have alternates should they be unavailable to respond to issues and concerns requested by this Office through the Public Affairs Unit.



5. The Division Information Officer and his/her alternate must be given a designation order/memorandum/letter by the schools division superintendent, copy furnished the regional office for documentation purposes.

6. All concerned are requested to send names and contact details of their DIOs and their alternates following the format below to the Office of the Regional Director, attention: Cyrille Gaye B. Miranda, Public Affairs Officer, through email addresses: car@deped.gov.ph and car.pau@deped.gov.ph.

Division Information Officer/ Alternate	Office and Position	Contact Details (mobile/cp numbers, DepEd email address, and FB account)
e.g. Juan B. Luna - Lead		
Jessa C. Reyes - Alternate		

7. Deadline of submission of names and contact details together with the designation order/memorandum/letter shall be on June 30, 2023.

8. For queries, you may contact **Ms. Cyrille Gaye B. Miranda at 0961-141-4424 or email her at car.pau@deped.gov.ph**.

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

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

For the Regional Director:



RONALD B. CASTILLO, CESOV
Director III/Assistant Regional Director