



January 9, 2019

Regional Memorandum
No. 011 2019

**YEAR-END EVALUATION, PLANNING CONFERENCE,
AND SOCIAL MEDIA ADVOCACY CAMPAIGN**

To: **Schools Division Superintendents
Designated Division Information Officers
All Divisions
All Others Concerned**

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- The provision of adequate and timely information through a unified communication process by information officers for all stakeholders of the Department is one way of enhancing awareness and support to the different programs, projects and activities of DepEd CAR. Relative to this, a year-end evaluation of activities as well as a planning conference for CY 2019 of the Public Affairs Unit and the designated Division Information Officers shall be held on January 16 to 18, 2019 in Prince Plaza Hotel, Legarda Rd., Baguio City.
- The activity aims to provide an avenue to:
 - evaluate the activities conducted in support to information dissemination and identification of activities for benchmarking or adaption;
 - plan activities to be conducted to ensure adequate and timely information dissemination which strengthens the communication process;
 - deliberate on the proposed social media protocol and inclusion of district information officers;
 - launch the official social media hashtag of DepEd CAR

3. Expected Participants are the following:

| | Participants | Male | Female | Division |
|----|---|------|--------|--------------|
| 1 | Regional Director/Assistant Regional Director | | 1 | RO |
| 2 | Georaloy I. Palao-ay, Public Affairs Officer | 1 | | RO |
| 3 | Daisy P. Eswat, Administrative Officer V | | 1 | RO |
| 4 | Jeremy Kermit B. Padilla, ADAS I | 1 | | RO |
| 5 | Jan Nowel E. Peña, Senior Education Program Specialist | 1 | | ABRA |
| 6 | Emely R. Cortez, Education Program Specialist II | | 1 | APAYAO |
| 7 | Elaine B. Cabuag, Senior Education Program Specialist | | 1 | BAGUIO |
| 8 | Stephen P. Bulatin, Education Program Specialist II | 1 | | BENGUET |
| 9 | Novelyn N. Ag-agiw, Senior Education Program Specialist | | 1 | IFUGAO |
| 10 | Merlyne I. Gumatay, Education Program Specialist II | | 1 | KALINGA |
| 11 | Grace Panitew, Senior Education Program Specialist | | 1 | MT. PROVINCE |
| 12 | Ana Marie Buccahan, Senior Education Program Specialist | | 1 | TABUK CITY |

- The Designated Division Information officers shall prepare and submit their accomplishment reports for CY 2018, proposed roles and responsibilities of district information officers, and action plan for CY 2019.
- Accommodation and meals will be provided by the Regional Office. First meal to be served is A.M snack of January 16, 2019 and last meal shall be breakfast of January 18, 2019. Check in and registration shall be on January 16, 2019 and check out on October 18, 2019. Travel expenses and other meals not covered during the activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination and compliance to this Memorandum is desired.

Tracking Number:
1547-0402-74

MAY B. ECLAR, Ph.D., CESO V
Regional Director

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