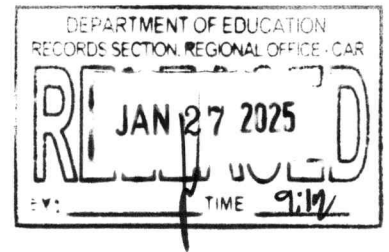




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



23 January 2025

**REGIONAL MEMORANDUM**

No. 058-2025

**SUBMISSION OF UPDATED LIST OF DESIGNATED DIVISION INFORMATION OFFICERS (DIOs), SCHOOL INFORMATION COORDINATORS (SICs), AND THEIR ALTERNATES**

To: Assistant Regional Director  
Schools Division Superintendents  
Division Information Officers  
School Heads  
All others concerned

1. To ensure continuous information dissemination, advocacy, and provision of relevant and verified news to stakeholders across all levels of governance, all Schools Division Offices and Schools shall submit **updated names of their designated DIOs, alternate DIOs, and SICs.**
2. It is requested that the existing DIOs be retained since they have already undergone several regional trainings relative to their appended duty unless he/she has been promoted or reassigned.
3. In compliance with **DepEd Order No. 2, s. 2024: Removing Administrative Tasks for Teachers**, the School Head shall now assume the tasks of an SIC.
4. 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 (PAU) 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 PAU 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 PAU on official statements and reactions on existing issues;
  - g. promptly assist the regional office and division office during communication crises; and



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- h. perform the duties of an information officer on top of their current duties.
5. The following tasks of the SICs on the other hand are reiterated as culled from DepEd Memorandum No. 17, series 2021 and other existing policies:
- a. assist and act as focal persons in verifying and addressing issues and concerns raised by the public and the media involving their school or area;
  - b. facilitate the conduct of verification of information based on protocols, data privacy, integrity, and confidentiality;
  - c. facilitate the communication of any untoward incidents in their respective areas, and submit a detailed report within 24 hours to the PAU copy furnished their respective division office;
  - d. provide updates to the schools division, region or CO that may be referred to in media releases to national media;
  - e. support their respective schools, schools division office, and regional office in responding to media queries on local issues;
  - f. coordinate with the schools division, regional or CO to request for official statements on existing issues;
  - g. perform duties and responsibilities related to DepEd Public Affairs programs, projects, and activities; and
  - h. Perform other tasks related to the efficient communication, documentation and dissemination of information to DepEd CO and vice versa.
6. The designated DIOs and SICs shall have alternates should they be unavailable to respond to issues and concerns requested by this Office through PAU.
7. The DIO, SIC, and his/her alternate must be given a designation order/memorandum/letter by the Schools Division Superintendent.
8. All concerned are requested to complete details in the Form, attached as Enclosure 1. The DIOs shall consolidate the forms of SICs and submit consolidated list to the Office of the Regional Director, attention: Cyrille Gaye Miranda, Public Affairs Officer, through email addresses [car@deped.gov.ph](mailto:car@deped.gov.ph) and [car.pau@deped.gov.ph](mailto:car.pau@deped.gov.ph).
9. Deadline of submission shall be on February 14, 2025.
10. Immediate and widest dissemination of this memorandum is directed.

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

(Enclosure 1 to Regional Memorandum No. 058.2025)

**I. For DIOs**

**Designation of Division Information Officer and Alternate**

Name of DIO: \_\_\_\_\_

Position: \_\_\_\_\_

Contact details (Please complete these 3 - mobile, email, FB account):

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Name of Alternate DIO: \_\_\_\_\_

Position: \_\_\_\_\_

Contact details (Please complete these 3 - mobile, email, FB account):

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**APPROVED by SDS:** \_\_\_\_\_  
(Name and Signature)

**I. For SICs – Since the School Head is automatically the assigned SIC, he/she shall recommend an alternate SIC**

**For School heads as SIC:**

Name of SIC: \_\_\_\_\_

Position: \_\_\_\_\_

Contact details (Please complete these 3 - mobile, email, FB account):

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Designation of Alternate School Information Coordinator**

Name of Alternate SIC: \_\_\_\_\_

Position: \_\_\_\_\_

Contact details (Please complete these 3 - mobile, email, FB account):

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**RECOMMENDED BY (SCHOOL HEAD):** \_\_\_\_\_  
(Name and Signature)

**APPROVED by SDS:** \_\_\_\_\_  
(Name and Signature)

**Note: Please send this Form to Division Information Officer for consolidation. The DIO will send the consolidated list of SICs to PAU following this format:**

No.	NAME	SCHOOL	DISTRICT	CONTACT DETAILS (DepEd email, mobile/viber, FB account)
1.	SIC -			
	Alternate-			
2.	SIC-			
	Alternate -			