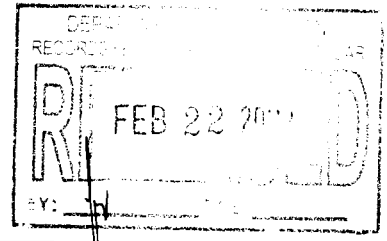




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



February 21, 2022

REGIONAL MEMORANDUM

No. 079 . 2022

**CREATION OF CHAT GROUPS FOR SCHOOL INFORMATION COORDINATORS
AND USE OF DEPED EMAILS FOR COMMUNICATION PROCESSES**

To: Schools Division Superintendents
Division and District Information Officers and Alternates
School Heads – Elementary and Secondary
School Information Coordinators
All Schools Division Offices
All Others Concerned

1. To streamline communications of DepEd advocacies and important news and announcements to the field offices and schools, Division and District Information Officers and School Information Coordinators (SICs) shall create chatgroups via Facebook Messenger and Viber.
2. These chat groups shall be managed by the Division Information Officer and his/her alternate and will be monitored by the Public Affairs Unit (PAU) under the Office of the Regional Director. Hence, each chatgroup shall include the Project Development Officer II of PAU who is tasked to monitor how communications are streamlined to the SICs by the Schools Division Offices (SDOs).
3. Facebook Messenger and Viber chat can only accommodate a maximum of 250 members, hence, the group of SICs can be divided per district or what is deemed more appropriate by the Division Information Officer. *Both chat groups shall be created since there are communications that can only be shared using a particular application.*
3. The chat groups on Facebook messenger and Viber chat shall follow this naming convention: **DepEd Abra SICs Group 1**
4. In addition, SICs are highly encouraged to actively use their DepEd emails or DepEd accounts for any DepEd related activities, communications, registrations, attendance and the like.
5. For further queries, you may contact Ms. Cyrille Gaye B. Miranda at 0961-141-4424 or email her at car.pau@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum is desired.

ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director

ORD/PAU/glip/chat groups



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318 | Fax No.: (074) 422-4074
Website: www.depedcar.ph | Email Address: car@deped.gov.ph

DepEd-CAR: Weaver of HOPE and Transformation
"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"