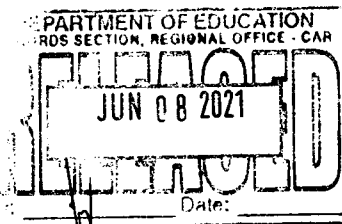




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



June 7, 2021

**REGIONAL MEMORANDUM**

No. 231 . 2021

**CORRIGENDUM AND ADDENDUM TO RM 204, S. 2021  
 (2021 REGIONAL CONFERENCE OF DEPED CAR INFORMATION OFFICERS  
 AND SCHOOL INFORMATION COORDINATORS)**

To: OIC-Assistant Regional Director  
 Regional Office Division Chiefs  
 Schools Division Superintendents  
 Division and District Information Officers and Alternates  
 School Information Coordinators  
 All Schools Division Offices  
 All Others Concerned

1. In view of the number of participants per Schools Division Office and conduct of equally important activities in the month of June, the scheduled Regional Conference of DepEd CAR Information Officers and School Information Coordinators shall follow the new schedule below:

SCHEDULE	ASSIGNED SCHOOLS DIVISION OFFICES (SDOs)
June 9, 2021 (8:00 am to 4:30 pm)	SDO Benguet
June 10, 2021 (8:00 am to 4:30 pm)	SDO Mt. Province
June 22, 2021 (8:00 am to 4:30 pm)	SDO Abra and SDO Baguio City
June 23, 2021 (8:00 am to 4:30 pm)	SDO Apayao and SDO Ifugao
June 24, 2021 (8:00 am to 4:30 pm)	SDO Kalinga and SDO Tabuk City

2. To ensure active participation and fruitful engagement during the conference and considering the limitations of the Microsoft Teams platform, the Division Information Officers and their Alternates shall:

2.1. create a **Viber group or Facebook Messenger Group for their information officers and School Information Coordinators (SICs)** following this naming convention:

*e.g. DepEd \_\_\_\_\_ Information Network : DepEd Abra Information Network (Division)*

2.2. **act as facilitators during the open forum** using both the Viber Group or Facebook Messenger Group (whichever is created) simultaneous with the Microsoft Teams platform; and

2.3. **ensure the participation of their respective information officers or coordinators** by including them in the Microsoft Teams to be created for the conference.





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

---

3. The Viber group shall be an official messaging channel between the Regional Office, Division Office and Schools and shall be used even after the conference. A separate memorandum shall be released relative to this.
4. The participants shall ensure that they have the Microsoft Teams application installed in their gadgets. The link to the Microsoft Teams to be created shall be sent to the Division Information Officer.
5. For clarifications and inquiries, you may contact Mr. Georaloy I. Palao-ay at (074) 422-1318 or email at [georaloy.palaoay@deped.gov.ph](mailto:georaloy.palaoay@deped.gov.ph).
6. For information and strict compliance of all concerned.

**ESTELA L. CARIÑO EdD, CESO III**  
Regional Director

ORD/PAU/glp/SIC



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



ISO 9001:2015 Certified  
Quality Management System  
DE-50500784 QM15