



September 2, 2019

Regional Memorandum  
 No. 281-2019

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DEPED-CAR

**SEMINAR-WORKSHOP ON CRISIS MANAGEMENT AND VIDEO PRODUCTION**

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

1. The Department of Education – Cordillera Administrative Region through its Public Affairs Unit – Office of the Regional Director will conduct a Seminar-Workshop on Crisis Management and Video Production for Division Information Officers and Designated Division Video and Photo Documenters on September 18 to 20, 2019 at H100 Ecolodge & Resto, Magsaysay Avenue, Baguio City.
2. The activity aims to review the Data Privacy Act (DPA) and the Freedom of Information (FOI) bill, develop process flows for crisis communications management and review communication plans in the division and regional levels.
3. The workshop, moreover, will be an appropriate venue to acquire new skills in video and photo documentation in partnership with the Philippine Information Agency-CAR and the People's Television Network, Inc. – Cordillera.
4. There shall be two (2) participants per Schools Division Office. They must bring with them their laptops, smartphones or video cameras. The designated division video and photo documenter must be willing to assist the division information officer in the coverage/documentation of relevant national/regional/division/school level activities that can be used for advocacies.
5. Arrival, check in, and registration shall be on September 18, 2019 (12:00 Noon to 1:30 P.M.) Check out will be after lunch on September 20, 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.
6. Immediate dissemination and compliance of this Memorandum is desired.

*[Signature]*  
**MAY B. ECLAR, Ph.D., CESO V**  
 Regional Director

ORD/PAU/glp

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1310	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				