



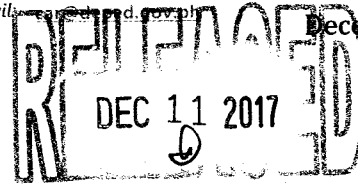
Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: depedcar@deped.gov.ph



December 11, 2017

REGIONAL MEMORANDUM
No. 410, s. 2017



DEPED-CAR Time: _____

**YEAR-END EVALUATION, PLANNING FOR THE 2018 PUBLIC RELATIONS EVENTS
AND REFINEMENT OF THE SOCIAL MEDIA INFORMATION FLOW/PROCESS**

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

1. The Public Affairs Unit under the Office of the Regional Director will hold a planning-conference and year-end evaluation with their counterparts in the division level on December 14 to 15, 2017 at the H100 Ecolodge, Magsaysay Avenue, Baguio City.
2. This activity aims to provide an avenue for a presentation of the public relations activities CY 2017 conducted in the division level particularly by the social mobilization units for evaluation and possible replication. Aside from espousing the culture of sharing best practices, the conference will also include a discussion and finalization of the social media information process/flow and planning of activities for CY 2018.
3. The participants are the following:

NAME	DESIGNATION	DIVISION	# of Participants
Jan Nowel E. Peña	SEPS SocMOB	Abra	1
Hector P. Pascua or Emely Cortez (alternate)	SEPS - SocMob EPS II - SocMOB	Apayao	1
Elaine Cabuag	SEPS - SocMob	Baguio City	1
Stephen P. Bulalin or Nerissa I. Barboza (alternate)	EPS II - SocMOB PDO II - DRRM	Benguet	1
Novelyn N. Ag-agiw	SEPS - SocMOB	Ifugao	1
Merlyne I. Gumatay	EPS II - SocMob	Kalinga	1
Grace B. Panitew or John Libongen (alternate)	SEPS - SocMob	Mt. Province	1
Ramonchito A. Soriano	Education Program Supervisor	Tabuk City	1
Georaloy I. Palao-ay	Public Affairs Officer	RO	1
Daisy P. Eswat	PDO II	RO	1
Jeremy Kermit B. Padilla	Administrative Assistant I	RO	1
To be identified	ICTU	RO	1
TOTAL PARTICIPANTS:			12

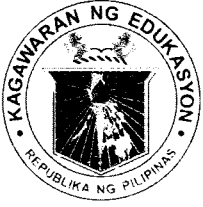
Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 423-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

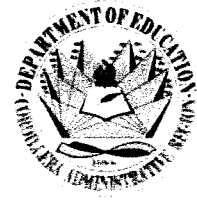
CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
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COA 422-7434



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
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- Arrival, Check-in and Registration of participants at the venue shall start 11:00 A.M on December 14, 2017. First meal is lunch on the same day and the planning-conference will follow after at exactly 1:00 P.M. Check-out and Departure will be 12:00 P.M. of December 15, 2017.
- The participants are required to bring with them their laptops as well as their year-end report in the following table for presentation in both PowerPoint and Microsoft Word formats:

OBJECTIVE/S	ACTIVITY/IES	TIME FRAME	PARTICIPANTS	RESOURCE		REMARKS (include difficulties or problems encountered)
				HUMAN	BUDGET	
Example: 1. To provide funds for and IPEd center in the SDO	1. Run for a Cause	June	Teachers and Students, other stakeholders	CID and SGOD, other SDO personnel	20,000	Lack of participant from the LGUs

- The participants as well must be ready with their official division office Facebook account and Facebook Page that they manage or have access to for consolidation and finalization of the official regional Facebook account.
- Traveling and other incidental expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of this Memorandum is desired.


MAY B. ECLAR, Ph.D., CESO V
Officer-in-Charge
Office of the Regional Director

ORD/PAU/glip

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