



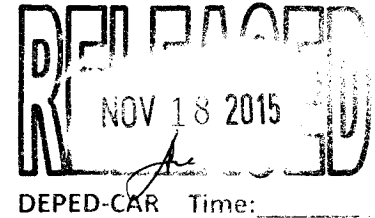
Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet




REGIONAL MEMORANDUM

No. 227 s, 2015

To: **Schools Division Superintendents
All Others Concerned**



From: 
ELLEN B. DONATO, Ed.D., CESO III
Director IV

Subject: **REGIONAL COORDINATION MEETING AND WORKSHOP OF DIVISION INFORMATION OFFICERS, SOCIAL MOBILIZATION SPECIALISTS, AND DIVISION INFORMATION TECHNOLOGY OFFICERS**

Date: **November 17, 2015**

1. With the recent designation and appointment of division information officers, information technology officers, and social mobilization specialists in the different divisions, a three-day coordination meeting and workshop to review the Department's communication system will be held on **December 1 to 3, 2015 at the Stephen N. Capuyan Hall, DepEd Regional Office, Wangal, La Trinidad, Benguet.**
2. The objectives of this meeting-workshop are for the participants to:
 - a. Review the roles and responsibilities of information officers, I.T. officers, and social mobilization specialists in the establishment of a communication system in the Department;
 - b. Re-assess the establishment of websites of each division;
 - c. Discuss and identify steps in ensuring flow of information through social media and other ICT means;
 - d. Grasp the importance of journalistic writing in ensuring an up-to-date information and communications system;
 - e. Craft an on-line publication that can aid in advocacy campaigns, information dissemination and the like.
3. Summary of expected participants is in the following table:

PARTICIPANTS	NUMBER
A. Regional Office	
Regional Director	1
Assistant Regional Director	1
Public Affairs Unit	3
Information and Communications Technology Unit	3

B. Schools Division Offices	
Designated Information Officers	8
Division Information Technology Officers	8
One (1) Representative from the Social Mobilization Unit	8
C. Facilitators and Speakers	
HRDD	2
Speakers	3
Total Pax	37

4. Participants are required to bring with them their laptops and pocket wifi to be used during the activities.
5. Transportation and other incidental expenses of participants will be charged to local funds while meals (breakfast, lunch, dinner), snacks and lodging will be charged to Regional Funds subject to the usual accounting and auditing rules and regulations.
6. Arrival and registration will start 8:30 A.M. on December 1, 2015 and the opening program will follow thereafter. Check-in time for those who will opt to stay-in shall be on the same day.
7. Immediate and widest dissemination of this memorandum to all concerned is desired.

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