



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION  
RECEIVED  
FEB 01 2024  
By: *[Signature]*

01 Feb 2024

**DIVISION MEMORANDUM**  
No. 053, s. 2024

**COMPOSITION OF DIVISION PUBLIC AFFAIRS COMMITTEE**

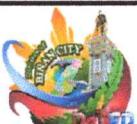
To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Schoolheads

1. To enhance advocacy efforts and streamline the information and communication processes in the schools and division, this Office, through the Division Information Office, announces the establishment of Division Public Affairs Committee.
2. The creation of this committee aims to manage public relations and communication efforts with internal and external stakeholders.
3. Relative to this, there will be a **virtual meeting** of the Division Public Affairs Committee on **February 5, 2024**, 2:00 p.m. via MS Teams.
4. Enclosed is the list of committee members with their roles and responsibilities for reference.
5. For more information, please contact the SGOD office at tel. no.: (049) 547-0105.
6. Immediate and widest dissemination of this Memorandum is desired.

  
**MANUELA S. TOLENTINO, CESO V**  
Schools Division Superintendent

Encl: Composition of Division Public Affairs Committee  
Reference: As stated

SGOD/SMN / EJVC / / DM - Composition of Division Public Affairs Committee  
/ 02/01/2024



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
Contact Nos.: (049) 547-0105 / (+63) 939-510-8779  
Email Address: [deped.binancity@deped.gov.ph](mailto:deped.binancity@deped.gov.ph)  
Website: [depedbinan.com](http://depedbinan.com)



Certificate No. PHP QMS  
22 93 0085

Enclosure

### COMPOSITION OF DIVISION PUBLIC AFFAIRS COMMITTEE

ROLE	NAME	DUTIES AND RESPONSIBILITIES
Division Information Officer	Eva Joyce V. Cabantog	<ul style="list-style-type: none"><li>• Act as focal in addressing issues and concerns raised by the public involving SDO Biñan City</li><li>• Support the top management and department heads in responding to media queries and local news issues.</li></ul>
Deputy - Division Information Officer	Lester R. Ramos	<ul style="list-style-type: none"><li>• Attend to matters/ issues pertaining to public affairs lodged in the Division website and DepEd Tayo Biñan City Facebook page.</li><li>• Manage the posts, comments, reactions, and queries raised in DepEd Tayo Biñan City Facebook page</li></ul>
Division Public Assistance Coordinator	Atty. Pacifico Jacinto P. Medina Jr.	<ul style="list-style-type: none"><li>• Facilitate all concerns received or referred through Hotline 8888 and Contact Center ng Bayan (CCB) in coordination with Public Affairs Service – Public Assistance Action Center (PAS-PAAC)</li><li>• Facilitate the collection of data for the Citizen/Client Satisfaction Survey (CCSS) Report</li></ul>
Deputy Lead – Feedback Mechanism (Risk Management Team)	Dr. Rhey Ian Buluag	Facilitate the collection of data for the Citizen/Client Satisfaction Survey (CCSS) Report within the division

ROLE	NAME	DUTIES AND RESPONSIBILITIES
Division Publication Team Lead/ Editor-in-Chief	Dr. Leslie V. Denosta	<ul style="list-style-type: none"> <li>Oversee the entire publication process and ensure that content aligns with the DepEd's goals and standards.</li> <li>Coordinate and manage the work of the editorial team.</li> <li>Make final decisions on content, style, and publication schedule.</li> </ul>
Editor	Donna Jane M. Alfonso	<ul style="list-style-type: none"> <li>Review and edit content for grammar, style, and clarity.</li> <li>Collaborate with writers to improve the quality of articles and ensure consistency.</li> <li>Verify facts and check references.</li> </ul>
Writers/ Contributors (Schools)	Perry Delos Reyes (NRJNHS) Patrick Pelicano (BSSAA) Hiyasmin Capelo (MES East) Florando Alomia (JZGMNHS) Christopher Ian Detera (JZGMNHS) Sara Valencia (SV5 Timbaos ES)	<ul style="list-style-type: none"> <li>Produce content for the publication, such as articles, features, or stories.</li> <li>Conduct research to gather information and ensure accuracy.</li> <li>Collaborate with editors to refine and revise content.</li> </ul>
Writers/ Contributors (Schools)	CID Mary Grace Llantos Marilyn Macababbad Allan Medenilla  SGOD Maureen Jane Alangco (SDO) Eva Joyce Cabantog (SDO) Mary Joy Cabiles (SDO) Ernane Escuvania (SDO)  OSDS Gladies Cancan (SDO) Rissa May Violas (SDO)	<ul style="list-style-type: none"> <li>Produce content for the publication, such as articles, features, or stories.</li> <li>Conduct research to gather information and ensure accuracy.</li> <li>Collaborate with editors to refine and revise content.</li> </ul>