



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

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22 May 2023

DIVISION MEMORANDUM

No. 255, s. 2023

DESIGNATION AS DIVISION INFORMATION OFFICER

To: **EVA JOYCE V. CABANTOG**
Education Program Specialist II

1. In the exigency of the service, you are hereby designated as **Division Information Officer** concurrent to your capacity as Education Program Specialist II effective immediately and until further notice.
2. It is understood that you shall perform the duties and responsibilities of the said position effectively and efficiently.
3. Please be guided accordingly.


MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: RM No. 260 s. 2023

Reference: RM No. 260 s. 2023

SGOD/PROPER / BVE / BLAD / DM - Designation as Division Information Officer
/ 05/22/2023



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



12 May 2023

Regional Memorandum
No. 260, s. 2023

DESIGNATION OF DIVISION INFORMATION OFFICERS

To: **Schools Division Superintendents**

1. The Public Affairs Unit (PAU) of the Regional Office serves as the communication office responsible for the management of the communication system, delivery of direct communication support, and promotion of the accomplishments and best practices of the region, including those of the Schools Division Offices (SDOs) in CALABARZON.
2. This Office through the Public Affairs Unit (PAU) requests all Schools Division Offices to designate their own Division Information Officer (DIO) who will be the counterpart of PAU in the Division.
3. The issuance of this memorandum shall replace Regional Memorandum No. 734, s. 2018 titled Designation of Division Information and Action Officers.
4. As the Division Information Officer, the designated personnel are expected to perform the following:
 - a. Designate writers who can cover Regional and Division activities happening in their Division;
 - b. Help promote DepEd-initiated activities in their official SDO media platforms;
 - c. Assist the RO and their SDO in handling issues and concerns coming from the Central Office or from the field;
 - d. Assist the RO and their SDO during crisis management, if needed;
 - e. Inform the Regional Information Office (RIO) and submit significant incident reports as stipulated in Regional Memorandum No. 736, s. 2022; and
 - f. Assist in the conduct of DepEd-initiated events (such as Oplan Balik Eskwela, Press Conference, etc.) where the Division Information Officer is needed.
5. Each designated DIO is advised to secure a designation memorandum signed by the Schools Division Superintendent.




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6. All designated officers are requested to fill out the online directory form at [http://www.lawson.com/daa](#) and upload a scanned copy of their designation.
7. If a DIO shall be replaced, it is advised that the RIO be immediately informed and the new DIO shall accomplish the online form.
8. Strict compliance with this memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director *Cma*

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