

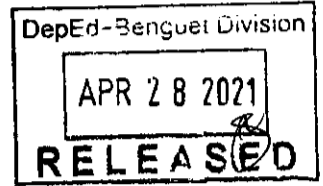


Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

April 27, 2021

DIVISION MEMORANDUM

No. 137, s. 2021



TO: OIC-Asst. Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Public Schools District Supervisors/Districts-in-charge
 School Heads/Teachers-in-charge

DESIGNATION OF SCHOOL INFORMATION COORDINATORS

1. Pursuant to DepEd Memorandum No. 17, s. 2021 and Regional Memorandum No. 148, s. 2021 entitled, Designation of School Information Coordinators, ALL SCHOOLS are hereby instructed to designate its School Information Coordinator (SIC) as counterparts of the District and Division Information Officers.

2. The designation of SICs shall ensure that communications convergence is coordinated and strengthened from the school to the national level. It is highly encouraged that school heads shall serve as SIC considering the critical role attached to it especially in crisis management situations. Nevertheless, if the School Head opts to designate a teaching/non-teaching personnel to serve as SIC, he/she needs to submit a Recommendation Form (see Enclosure 1) for approval by the District Supervisor/District-in-charge. **Designated District Information Officers or DepEd Tayo FB moderators in schools can be the SIC** so as not to duplicate tasks already laid out in Division Memorandum 092, s. 2020.

3. To fast track consolidation and submission to higher office, school heads are requested to submit the needed information following the template below on or before April 30, 2021 utilizing the most convenient means of communications such as email: DRRM.depedbenguet@gmail.com; FB Messenger: Nerissa Barbosa; cellphone number – 09203446730.

Name of School Information Coordinator	School	District	e-mail address	Mobile Number	Facebook Account	Viber Number

4. For information and immediate compliance of all concerned.

GLORIA B. BUYA-AO
 Schools Division Superintendent

SGOD/SMN/tib2021

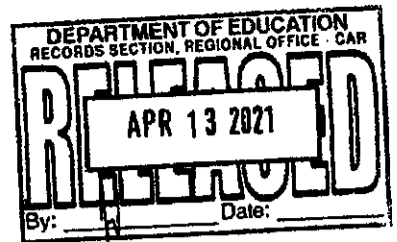


Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
 Cordillera Administrative Region



March 12, 2021

REGIONAL MEMORANDUM
 No. 148-2021

DESIGNATION OF SCHOOL INFORMATION COORDINATORS

To: Schools Division Superintendents
 Division Information Officers
 Public Elementary and Secondary School Heads
 All Schools Division Offices
 All Others Concerned

1. As per DepEd Memorandum No. 17, series 2021, a School Information Coordinator (SIC) shall be designated in every public elementary, secondary and senior high school nationwide as counterparts of the Division and Regional Information Officers.

2. The designation of SICs shall ensure that communications convergence is coordinated and strengthened from the school to the national level. The specific tasks of the SICs are enumerated in the said DepEd Memo. (see enclosure 1)

3. The designation of a teacher to perform as School Information Coordinator shall be recommended by the school head to the Schools Division Superintendent for approval. Refer to enclosure 1 of DepEd Memo No. 17, s. 2021 for the template of the designation. **The Schools Division Office may contextualize the designation template.**

4. For uniformity, the list of School Information Coordinators per SDO shall be consolidated by the Division Information Officer following the template below in Microsoft Excel Format and shall be submitted to the Regional Office via pau.depedcar@gmail.com on or before April 30, 2021:

Name of SIC	School	District	Division	Email Address	Mobile Number	Facebook Account	Viber Number

5. Designated district information officers or DepEd Tayo Facebook moderators in schools can be the SIC so as not to duplicate tasks already laid out in Regional Memorandum No. 446, series 2019 and Regional Memorandum No. 158, series 2020.

6. For further inquiries, you may contact Mr. Georaloy I. Palao-ay at 0905-279-3948 or email to georaloy.palaoay@deped.gov.ph.

7. For information and strict compliance of all concerned.

ESTELA L. CARIÑO EdD, CESO III
 Director IV/Regional Director

ORD/PAU/gip/SICs



Address: Wangal, La Trinidad, Benguet, 2601
 Telephone No: (074) 422 - 1318 | Fax No.: (074) 422-4074
 Website: www.depedcar.ph | Email Address: car@deped.gov.ph



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(Enclosure to DepEd Memorandum No. **017**, s. 2021)

Designation of School Information Coordinator (SIC)

Name: _____

Position: _____

School and District: _____

Contact details (mobile, email, FB account):

SIGNATURE:

RECOMMENDED by Principal or School Head:

APPROVED by PSDS or SDS

Note: Please send this Form to Division Information Officers for consolidation. The DIOs will send the consolidated list of SICs to regional office. The RIOs will send the consolidated list of SICs to PAS, Central Office (pas.od@deped.gov.ph) following this format:

REGION 1 SCHOOL INFORMATION COORDINATORS

Name	School	District	Contact Details (email, mobile, landline, fb account, etc.)
1.			
2.			
3.			



Republic of the Philippines
Department of Education

05 APR 2021

DepEd MEMORANDUM
No. **017** s. 2021

DESIGNATION OF SCHOOL INFORMATION COORDINATORS

To: Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues this DepEd Memorandum titled **Designation of School Information Coordinators (SICs)**. An SIC shall be designated in every public elementary, secondary, and senior high school nationwide as counterparts of the Division and Regional Information Officers.
2. The Department fully recognizes the importance of SICs in ensuring that communications convergence are coordinated and strengthened from the schools to the national level.
3. The designated SICs shall be tasked to:
 - a. Assist and act as focal persons in verifying and addressing issues and concerns raised by the public and the media involving their school or area;
 - b. Facilitate the conduct of verification of information based on protocols, data privacy, integrity and confidentiality;
 - c. Facilitate the communication of any untoward incidents in their respective areas, and submit a detailed report within 24 hours to DepEd Central Office (CO) Public Affairs Service (PAS) copy furnished their respective regional and schools division offices;
 - d. Provide updates to the schools division, region or CO that may be referred to in media releases to national media;
 - e. Support their respective schools, schools division, and regional offices in responding to media queries on local issues;
 - f. Coordinate with the schools division, regional or CO to request for official statements on existing issues;
 - g. Perform duties and responsibilities related to DepEd Public Affairs programs, projects, and activities; and
 - h. Perform other tasks related to the efficient communication, documentation and dissemination of information to DepEd CO and vice versa.
4. The designated SICs should be:
 - a. Holding a teaching or non-teaching position in the school;
 - b. At least two or three years employed in DepEd;
 - c. Able to communicate and write well, and have good public relations skills; and
 - d. Able to respond to issues and concerns requested by the schools division, regional, or the Central Office.

5. The designation of a teacher to perform as School Information Coordinator shall be recommended by the school head to the Schools Division Superintendent (SDS) for approval.

6. The SDS, through the Division Information Officer, is requested to submit the enclosed form with the name of the designated School Information Coordinator to the Regional Information Officer, copy furnished the DepEd Public Affairs Service through email at pas.od@deped.gov.ph not later than **May 15, 2021**.

7. Immediate and wide dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated



References:
DepEd Order No. 99, s. 2010
DepEd Memorandum Nos.: 145, s. 2005; 219, s. 2012; and 72, s. 2013)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
OFFICIALS
MEDIA
POLICY
PROGRAMS
PROJECTS
SERVICE
TEACHERS