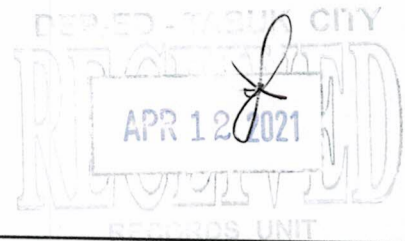




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

April 12, 2021

**DIVISION MEMORANDUM**

No. 108 s. 2021

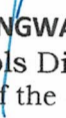
TO : Public Elementary and Secondary School Heads  
All Others Concerned

**DESIGNATION OF SCHOOL INFORMATION COORDINATORS**

1. Relative to DepEd Memorandum no. 17 s. 2021, a School Information Coordinators (SIC) shall be designated in every public elementary, secondary and senior high school as counterpart of the Division and Regional Information Officers.
2. Thus, the Department fully recognizes the importance of SICs in ensuring that communications convergence is 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 school's division, region or CO that may be referred to in media releases to national media;
  - e. Support their respective schools, school's division, and regional offices in responding to media queries on local issues;
  - f. Coordinate with the school's 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

Sgod/socmob/ambb

- 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 school's division, regional or the Central Office.
- 5. The designation of a teacher to perform as SIC shall be recommended by the school head to the Schools Division Superintendent (SDS) for approval.
- 6. Deadline of submission will be on or before May 14, 2021.
- 7. Immediate dissemination of this Memorandum is desired

  
**IRENE S. ANGWAY, PhD., CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge, Office of the Schools Division Superintendent

**Designation of School Information Coordinator (SIC)**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School and District: \_\_\_\_\_

Contact Details (mobile, email, FB account): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name

Recommended by:  
  
\_\_\_\_\_  
Principal/School Head

Approved by:  
  
\_\_\_\_\_  
Schools Division Superintendent