



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

26 Feb 2025

DIVISION MEMORANDUM

No: 90 s. 2025

DESIGNATION OF DIVISION INFORMATION OFFICER (DIO) AND SCHOOL INFORMATION COORDINATORS (SICs) AND THEIR ALTERNATES

To: CID Chief
SGOD Chief
Public Schools District Supervisors
School Heads
All Others Concerned

1. To ensure continuous information dissemination, advocacy, and provision of relevant and verified news to stakeholders at the division and school levels of governance, this Office hereby designates the DIO, SICs, and their alternates effective immediately until rescinded or terminated.
2. The Division Information Officer and Alternate shall serve the functions stated in the DepEd Order No. 9, s. 2010 and other existing policies:
 - a. assist and act as a point person in addressing issues and concerns raised by the public and the media involving the offices;
 - b. inform the Regional Office through the Public Affairs Unit (PAU) of any untoward incidents in the Division and submit a detailed report within 24 hours;
 - c. provide news feeds (e.g. articles, photos) to the PAU for possible inclusion in media releases to local and national outlets, regional publications, and social media. This does not preclude any contributions to the existing division non-print publication;
 - d. promote DepEd programs, projects, and activities in the official SDO social media platform;
 - e. support the school division superintendent in responding to media queries and local news issues;
 - f. coordinate with the PAU on official statements and reactions on existing issues;
 - g. promptly assist the regional office and division office during communication crises; and
 - h. perform the duties of an information officer on top of current duties.
3. The list of the designated DIO, SICs, and their Alternates is found in the enclosure
4. The School Information Coordinators and Alternates shall perform the following tasks on the other hand as culled from DepEd Memorandum No. 17, series 2021 and other existing policies:
 - 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:



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- c. facilitate the communication of any untoward incidents in their respective areas, and submit a detailed report within 24 hours to the PAU copy furnished the division office;
 - 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 office, and regional office 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.
5. Immediate dissemination of and compliance with this memorandum is desired

BENEDICTA B. GAMATERO PHD, CESO V
Schools Division Superintendent

Encl: as stated
CID/DmLD/DesignationMemoOfDIOandSICs
02/26/25



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ENCLOSURE TO DM _____ s. 2025

DIVISION INFORMATION OFFICER AND ALTERNATE

NO.	Designation	Name	Position/ Office
1	Division Information Officer (DIO)	DODDIE MARIE L. DUCLAN	Education Program Supervisor-CID
	DIO Alternate	ROMEO B. AGAGON	SEPS for Social Mobilization-SGOD

SCHOOL INFORMATION COORDINATORS AND ALTERNATES

NO.	Designation	NAME	SCHOOL	DISTRICT
1	SIC	AMADO B. DANA O	BULANAO CS	ETD1
	SIC Alternate	JULIE ANN M. INGBAWAN	BULANAO CS	ETD1
2	SIC	ROBERT L. BALNEG	CAMP CONRADO M. BALWEG ES	ETD1
	SIC Alternate	LIZA MARILYN W. SABAWIL	CAMP CONRADO M. BALWEG ES	ETD1
3	SIC	EVELYN C. BONGALON	IPIL IS	ETD1
	SIC Alternate	MYRNA S. BENAVIDEZ	IPIL IS	ETD1
4	SIC	JUNNY F. DECENA	MALED DA IS	ETD1
	SIC Alternate	SHIRLY A. GUINAYEN	MALED DA IS	ETD1
5	SIC	CEL SO U. PAGUEL JR.	MANSANITA ES	ETD1
	SIC Alternate	WEMENDA W. GALANO	MANSANITA ES	ETD1
6	SIC	ROMEO B. BANATAO	MATUCNANG ES	ETD1
	SIC Alternate	ANABEL P. MARNAG	MATUCNANG ES	ETD1
7	SIC	CAROLINE O. TORRES	NAMBARAN AGRO-INDUSTRIAL NHS	ETD1
	SIC Alternate	GIGI A. BANAWAG	NAMBARAN AGRO-INDUSTRIAL NHS	ETD1
8	SIC	DOLORES D. GANOTICE	NAMBARAN ES	ETD1
	SIC Alternate	NANCY ADA-OL	NAMBARAN ES	ETD1
9	SIC	CEL SO U. PAGUEL JR.	TANNUBONG ES	ETD1



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	SIC Alternate	WEMENDA W. GALANO	TANNUBONG ES	ETD1
10	SIC	MARIBEL B. GAYODAN	BULO EAST CS	ETD2
	SIC Alternate	JOVILYN E. BUMOSAO	BULO EAST CS	ETD2
11	SIC	GEMMALINE C. BUMANGLAG	BULO NATIONAL HIGH SCHOOL	ETD2
	SIC Alternate	CHERRIE GAY MAGANNON	BULO NATIONAL HIGH SCHOOL	ETD2
12	SIC	JAYSON B. ADUCA	BULO WEST ES	ETD2
	SIC Alternate	JAYSON B. ADUCA	BULO WEST ES	ETD2
13	SIC	CRISPINA G. BALIGOD	BUROBOR ES	ETD2
	SIC Alternate	LENNY ANN B. LANGKIT	BUROBOR ES	ETD2
14	SIC	REY B. ABANNAG	CATAW ES	ETD2
	SIC Alternate	MARINA T. ANUNGOS	CATAW ES	ETD2
15	SIC	AQUINO B. DULLIYAO	DANANAO ES	ETD2
	SIC Alternate	GENEVIEVE PUYAO	DANANAO ES	ETD2
16	SIC	EMILIA G. SIMEON	LACNOG INTEGRATED SCHOOL	ETD2
	SIC Alternate	HARRISON V. SANGAO	LACNOG INTEGRATED SCHOOL	ETD2
17	SIC	LEONARDO T. EGALAN	MADOPDOP ES	ETD2
	SIC Alternate	LENNY ANN B. LANGKIT	MADOPDOP ES	ETD2
18	SIC	ANNABELLE C. PASINGAN	NEW BALBALAN ES	ETD2
	SIC Alternate	ROWENA L. ALUNDAY	NEW BALBALAN ES	ETD2
19	SIC	NAPOLEON R. MUKAY	SAN PABLO IS	ETD2
	SIC Alternate	MORGAN A. MACANAS	SAN PABLO IS	ETD2
20	SIC	CONCEPCION P. OLYA-ON	AGBANNAWAG CS	ETD3
	SIC Alternate	ARTICI RONQUILLO	AGBANNAWAG CS	ETD3
21	SIC	AVELINA P. TRINIDAD	AGBANNAWAG NHS	ETD3
	SIC Alternate	JAMINE EARL PAULINE B. GAYADAN	AGBANNAWAG NHS	ETD3
22	SIC	JOSE R. QUANSO	EASTERN KALINGA NHS	ETD3



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	SIC Alternate	JEANILYN C. BILAGOT	EASTERN KALINGA NHS	ETD3
23	SIC	LINDA W. KISSOB	HILLTOP ES	ETD3
	SIC Alternate	EVA L. BUMANGIT	HILLTOP ES	ETD3
24	SIC	GERALDO L. BALIGOD	MALALAO ES	ETD3
	SIC Alternate	JINKY O. AGPAWAN	MALALAO ES	ETD3
25	SIC	GERALDO L. BALIGOD	NEW BANGAD ES	ETD3
	SIC Alternate	BERNADETTE L. BELANDRES	NEW BANGAD ES	ETD3
26	SIC	RICKY D. SIMANGAN	SOTTO ES	ETD3
	SIC Alternate	LANNIE O. BAGGAS	SOTTO ES	ETD3
27	SIC	JOSEPHINE ANN T. OSONG	APPAS IS	NTD1
	SIC Alternate	DONDON GUMPAD	APPAS IS	NTD1
28	SIC	DANMAX L. CORTEZ	BASAO ISLA ES	NTD1
	SIC Alternate	JONA CHRISTINE C. LANG-AY	BASAO ISLA ES	NTD1
29	SIC	SEVERA P. TUGAS	CASIGAYAN ES	NTD1
	SIC Alternate	SABINA N. BRIOSOS	CASIGAYAN ES	NTD1
30	SIC	AGAPITO B MABBAYAC	MAGSAYSAY ES	NTD1
	SIC Alternate	MYRASOL G. BAINCO	MAGSAYSAY ES	NTD1
31	SIC	JOAN M. DALILIS	SAN JUAN ES	NTD1
	SIC Alternate	JONA CHRITINE C. LANG-AY	SAN JUAN ES	NTD1
32	SIC	HERMINIA F. DAPEG	TABUK CITY CS	NTD1
	SIC Alternate	JANINE MARIE J. AGARAN	TABUK CITY CS	NTD1
33	SIC	JOSELITO B. CABELLO	TABUK CITY NHS	NTD1
	SIC Alternate	MARGARET HAZEL A. REVERA	TABUK CITY NHS	NTD1
34	SIC	IMELDA L. HABAN	BALONG CS	NTD2
	SIC Alternate	CRISELDA M. BALUCNIT	BALONG CS	NTD2
35	SIC	JOY A. TAYNAN	BALONG NHS	NTD2
	SIC Alternate	LINO ANTHONY C. BANATAO	BALONG NHS	NTD2
26	SIC	NALLY B. PALATTAO	BAYABAT ES	NTD2
	SIC Alternate	MARIDEL M. WASSIG	BAYABAT ES	NTD2



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37	SIC	RAUL V. DALILIO	DURAYUKAN ES	NTD2
	SIC Alternate	MARLYN B. AMBONG	BURAYUKAN ES	NTD2
38	SIC	ROSALINA P. AYANG-ANG	CABARUAN ES	NTD2
	SIC Alternate	CHANRIZ A. EMMANG	CABARUAN ES	NTD2
39	SIC	JAY-AR C. DALIMAG	DILAG IS	NTD2
	SIC Alternate	THELMA B. GAPASEN	DILAG IS	NTD2
40	SIC	NELYN B. CLEMENCIA	GRADUAL DISCOVERY ES	NTD2
	SIC Alternate	APRIL JOY J. FAUSTO	GRADUAL DISCOVERY ES	NTD2
41	SIC	MARCIANA M. ANNOGUI	LAYA IS	NTD2
	SIC Alternate	MARLYN B. AMBONG	LAYA IS	NTD2
42	SIC	JUDY S. GALLARDO	LAYA WEST ES	NTD2
	SIC Alternate	ELEONOR D. PANESA	LAYA WEST ES	NTD2
43	SIC	ELAINE JANE A. CAPINPIN	PANTAR ES	NTD2
	SIC Alternate	CHARITY D. ABAY	PANTAR ES	NTD2
44	SIC	OLIVIA O. TANDING	SAN JULIAN ES	NTD2
	SIC Alternate	ADELINE M. MANAO	SAN JULIAN ES	NTD2
45	SIC	EDDIE G. RODRIGUEZ	BULANAO EAST ES	STD1
	SIC Alternate	HELEN JOY O. PALATTAO	BULANAO EAST ES	STD1
46	SIC	THERESA D. REGLOS	BULANAO WEST ES	STD1
	SIC Alternate	MARY JANE B. TAWATAO	BULANAO WEST ES	STD1
47	SIC	JERRY M. RODRIGUEZ	CALLAGDAO ES	STD1
	SIC Alternate	SHELLOW RACHAEL P. MAUANAY	CALLAGDAO ES	STD1
48	SIC	LILIA G. MANARPAAC	GREENHILLS ES	STD1
	SIC Alternate	RACHELLE A. CANAO	GREENHILLS ES	STD1
49	SIC	MILDRED S. CABAY	KALINGA NHS	STD1
	SIC Alternate	ARJAY P. GULLOD	KALINGA NHS	STD1
50	SIC	MARILYN B. PECUA	NAMNAMA ES	STD1
	SIC Alternate	ELMA G. OYAWON	NAMNAMA ES	STD1



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51	SIC	MELCHOR B. LANGBISAN	SOUTHERN TABUK IS	STD1
	SIC Alternate	CHARLENE A. SILAO	SOUTHERN TABUK IS	STD1
52	SIC	SYLVIA D.GOLLINGOY	BANNENG ES	STD2
	SIC Alternate	RHAZELLE N.LOMENG	BANNENG ES	STD2
53	SIC	JODYLYN L. DANGATAG	CALACCAD ES	STD2
	SIC Alternate	ROMA AMOR A. BABATE	CALACCAD ES	STD2
54	SIC	MELCHOR G. LAYUGAN	CALACCAD NHS	STD2
	SIC Alternate	JONATHAN N. GARCIA	CALACCAD NHS	STD2
55	SIC	YOLANDA W. LONGAN	CUDAL CS	STD2
	SIC Alternate	ANA MARIE B. BALILING	CUDAL CS	STD2
56	SIC	LEWIS JOHNSON W. BALUNGGAY	CUDAL NHS	STD2
	SIC Alternate	LEVITICO ALNGAG	CUDAL NHS	STD2
57	SIC	TRIFONA G. ALATAN	DALNACAN ES	STD2
	SIC Alternate	GENEVIEVE C. CABAIG	DALNACAN ES	STD2
58	SIC	ERNESTO A. CABANES JR.	MAGABBANGON ES	STD2
	SIC Alternate	BREGIDA L. BONGAOEN	MAGABBANGON ES	STD2
59	SIC	LEAH ANN B. BANGIBANG	MALLONG ES	STD2
	SIC Alternate	JAUNITO R. GOMGOM-O	MALLONG ES	STD2
60	SIC	LEAH MAE B. DAWADAO	ADDANG ES	STD3
	SIC Alternate	MATT DOMINGO B. PACLAY	ADDANG ES	STD3
61	SIC	ANTONIO D. DAWING	AMLAO ES	STD3
	SIC Alternate	SWEDEN L. LIWOC	AMLAO ES	STD3
62	SIC	LILIBETH P. COSIDON	AMLAO IS	STD3
	SIC Alternate	RACHEL L. BANGGAWAN	AMLAO IS	STD3
63	SIC	MASILYN L. TALINGDAN	BALAWAG CS	STD3
	SIC Alternate	BOBBY W. DAGUIO	BALAWAG CS	STD3
64	SIC	ROMEL.A. ALCANZARINE	BALAWAG NHS	STD3
	SIC Alternate	BOBBY DAGUIO	BALAWAG NHS	STD3



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65	SIC	MARLON A BINOLOC	BINONGSAY ES	STD3
	SIC Alternate	ERECSON Y MATIAS	BINONGSAY ES	STD3
66	SIC	REYNALDO T. TUMAPANG	MALIN-AWA ES	STD3
	SIC Alternate	CARMELITA A. BOGGA	MALIN-AWA ES	STD3
67	SIC	MARY JANE G. GUMABOL	PALIGATTO ES	STD3
	SIC Alternate	NESTLYBETH R. ATTONG	PALIGATTO ES	STD3
68	SIC	ANTONIO D. DAWING	SUYANG ES	STD3
	SIC Alternate	CLAIRE S. BASITAO	SUYANG ES	STD3
69	SIC	CHERILYN B. ALISON	BADO DANGWA NHS	WTD1
	SIC Alternate	MARVIN G. PADILLA	BADO DANGWA NHS	WTD1
70	SIC	ROGELIO D. ALUNDAY	CABARITAN ES	WTD1
	SIC Alternate	VICENTA B. AGGUEBAN	CABARITAN ES	WTD1
71	SIC	JUDITH A. SAGAYO	CALANAN ES	WTD1
	SIC Alternate	VIOLETTA R. CORONG	CALANAN ES	WTD1
72	SIC	PAULINO G. CALBUYAO	GOBGOB ES	WTD1
	SIC Alternate	MARJORIE D. MAGMOYAO	GOBGOB ES	WTD1
73	SIC	MOSES G. SAWAD	LANNA ES	WTD1
	SIC Alternate	SANDRA U. TARNATE	LANNA ES	WTD1
74	SIC	PRUDENCIO P. CABANNAG	MADAPDAPPIG ES	WTD1
	SIC Alternate	REBECCA M. MACAIBA	MADAPDAPPIG ES	WTD1
75	SIC	MARK B, MALAMNAO	MASABLANG ES	WTD1
	SIC Alternate	SANDRA U. TARNATE	MASABLANG ES	WTD1
76	SIC	CRESILDA B. DONGGAYAO	NEW TANGLAG ES	WTD1
	SIC Alternate	DIANALYN T. REMORIN	NEW TANGLAG ES	WTD1
77	SIC	EDGAR F. DELGADO	NEW TANGLAG NHS	WTD1
	SIC Alternate	JULIET G. BANGELAN	NEW TANGLAG NHS	WTD1
78	SIC	SUSETTE G. GAMON	TANGBAY ES	WTD1
	SIC Alternate	MARICRIS F. AGCON	TANGBAY ES	WTD1
79	SIC	ELIZALDE S. BLAZA	TOPPAN IS	WTD1



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	SIC Alternate	CHENEE G. BAAWA	TOPPAN IS	WTD1
80	SIC	ELVIRA B. TABAG	TUGA NHS	WTD1
	SIC Alternate	GEMMALYN D. BANGAYAN	TUGA NHS	WTD1
81	SIC	ROWENA G. CABANES	TULIAO ES	WTD1
	SIC Alternate	VALERIE FAITH M. ALINGCAO	TULIAO ES	WTD1
82	SIC	RUTH M. BANAQ	WESTERN TABUK CS	WTD1
	SIC Alternate	VICENTA B. AGGUEBAN	WESTERN TABUK CS	WTD1
83	SIC	FLORDELIZA A. SANNADAN	BADO DANGWA CS	WTD2
	SIC Alternate	FILIPPINA T. BENCAN	BADO DANGWA CS	WTD2
84	SIC	JOCELYN B. BACULI	BALATOC PRIMARY SCHOO	WTD2
	SIC Alternate	DIANNE JOYCE A. PUEGAN	BALATOC PRIMARY SCHOO	WTD2
85	SIC	ORALINE F. EDAS	BANAGAN ES	WTD2
	SIC Alternate	NOVAGRAIL N. PACLAY	BANAGAN ES	WTD2
86	SIC	BRENDALEE T. LINGBAWAN	BANTAY ES	WTD2
	SIC Alternate	DESIREE SHEENA G. DAYAG	BANTAY ES	WTD2
87	SIC	RUDY PAUL L. TAGUIBAQ	BANTAY NHS	WTD2
	SIC Alternate	RONA GOAN T. VILORIA	BANTAY NHS	WTD2
88	SIC	ORALINE F. EDAS	BULLAGUIAN ES	WTD2
	SIC Alternate	GRETCHEN B. DANGWILIS	BULLAGUIAN ES	WTD2
89	SIC	ANDREW G. BANATAQ	CALLAGAN ES	WTD2
	SIC Alternate	VANESA T. LAWAGAN	CALLAGAN ES	WTD2
90	SIC	DAISY A. BANUTAN	DUPAG ES	WTD2
	SIC Alternate	FLORALYN D. MANADAO	DUPAG ES	WTD2
91	SIC	JOBELLA KONGI. G. AGPAD	DUPAG NHS	WTD2
	SIC Alternate	ANABEL L. BARILA	DUPAG NHS	WTD2
92	SIC	DAISY A. BANUTAN	GAOGAO ES	WTD2
	SIC Alternate	MAILVA D WACDAGAN	GAOGAO ES	WTD2
93	SIC	MIRIAM A. BARILA	GAWIDAN ES	WTD2



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	SIC Alternate	DONA MARIE B. CAWAS	GAWIDAN ES	WTD2
94	SIC	CHARLIE B. MARALLAG	GUILAYON IS	WTD2
	SIC Alternate	JJI G. SIWAL	GUILAYON IS	WTD2
95	SIC	JOCELYN B. BACULI	LUCOG ES	WTD2
	SIC Alternate	JOANALYN B. MIRAFLOR	LUCOG ES	WTD2
96	SIC	RAFAEL S. GONAYON	MAGNAO ES	WTD2
	SIC Alternate	CHARLYN P. GUPA-AL	MAGNAO ES	WTD2
97	SIC	AIREN L. AMMIYAO	NAMBUCAYAN ES	WTD2
	SIC Alternate	FLORIAN R. LICUDINE	NAMBUCAYAN ES	WTD2
98	SIC	MELITA MELCHOR GAMONGAN	NAMBUCAYAN NHS	WTD2
	SIC Alternate	ROWENA T. WASSIG	NAMBUCAYAN NHS	WTD2
99	SIC	MELBA P. ADOP	NANENG ES	WTD2
	SIC Alternate	ANNIE KANE T. MAGAYAM	NANENG ES	WTD2
100	SIC	ANNETTE B. ISMAEL	NANENG NHS	WTD2
	SIC Alternate	ANNIE KANE T. MAGAYAM	NANENG NHS	WTD2
101	SIC	EVERLYN C. GUNABAN	PA-O ES	WTD2
	SIC Alternate	WARREN D. PARUNGAO	PA-O ES	WTD2
102	SIC	HENER P. ABAD	PINAGAN ES	WTD2
	SIC Alternate	CAROLYN G. DUGYAWE	PINAGAN ES	WTD2



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