



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

DepED
DEPARTMENT OF EDUCATION
Schools Division of Tabuk City
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Office of the Schools Division Superintendent

January 29, 2026

DIVISION MEMORANDUM
No. 49, s. 2026

**DESIGNATION OF DIVISION INFORMATION OFFICER (DIO) AND
ALTERNATE DIVISION INFORMATION OFFICER**

To : Assistant Schools Division Superintendent
Schools Division Office Personnel
All Public/Private Elementary and Secondary School Heads
All Employees
All Others Concerned

1. Pursuant to Regional Memorandum No. 069, s. 2026 entitled "*Submission of Updated Names of Designated Division Information Officers (DIOs) and Their Alternates*", this Office hereby designates the following officials as the Division Information Officer (DIO) and Alternate Division Information Officer of the Schools Division of Tabuk City:

Division Information Officer (DIO)

DEEWAI B. BAGAYAO
Senior Education Program Specialist (SEPS)
Planning and Research Section

Alternate Division Information Officer

ROMEO B. AGAGON
Senior Education Program Specialist (SEPS)
Social Mobilization and Networking Section

2. Duties and Responsibilities

A. Division Information Officer (DIO)

The Division Information Officer shall perform the following duties:

- Serve as the primary focal person in addressing issues, concerns, and inquiries raised by the public and the media involving the Schools Division Office;





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- b. Coordinate closely with the Division Public Assistance Coordinator (DPAC) in informing the Regional Office through the Public Affairs Unit of any untoward incidents within the division and submit a detailed report within twenty-four (24) hours;
- c. Provide news feeds such as articles, photos, and videos to the Public Affairs Unit for possible inclusion in media releases to local and national outlets, regional publications, and social media platforms;
- d. Promote DepEd programs, projects, and activities through the official Schools Division Office social media platforms;
- e. Assist the Schools Division Superintendent in responding to media queries and local news issues;
- f. Coordinate with the Public Affairs Unit on official statements and reactions on existing and emerging issues; and
- g. Promptly assist the Regional Office and Division Office during communication crises and other urgent information-related concerns.

B. Alternate Division Information Officer

The Alternate Division Information Officer shall:

- a. Assume the functions of the DIO in the latter's absence, unavailability, or incapacity;
- b. Assist the DIO in the gathering, documentation, and submission of information, reports, and media materials;
- c. Support the promotion of DepEd programs, projects, and activities through official communication channels; and
- d. Perform other information-related tasks as may be assigned by the Schools Division Superintendent or the DIO.

3. The designated DIO and Alternate DIO shall perform their duties in addition to their current functions and shall strictly adhere to existing DepEd policies on public communication and information dissemination.

4. This Memorandum shall take effect immediately and shall remain in force until revoked or amended.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent