



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

07 JULY 2020

DIVISION MEMORANDUM
 No. 143 s. 2020

DESIGNATION OF SCHOOL INFORMATION AND ACTION OFFICERS (SIOs)

To: OICs-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned

1. The Public Affairs Unit (PAU) of the Regional Office and the Division Information and Action Office serve as the communication office responsible for the management of communication, delivery of direct communication support, and promotion of the accomplishments and best practices of the region, of the division, including those of the schools.

2. In line with this, each school is requested to designate its own School Information and Action Officer/s (1 for small and 2 for medium and large schools) who will be PAU's and School Division's counterpart in the school level. Please note that this is the same as the School Information Officer (SIO), only that the name was changed.

3. As School Information and Action Officers, they are expected to perform the following:

- a. Write articles or designate writers that can cover Division and School activities happening in their division;
- b. Collect and email articles to the Division Office for the publication in SOAR HIGH Newsletter and in TEAnig ng CALABARZON;
- c. Help promote DepEd-initiated activities or activities initiated by the community in partnership with DepEd in **City Schools Division of the City of Tayabas, DepEd Tayo Tayabas City, DepED Tayabas City Schools Division** and in School FB Page or in other social media platforms.
- d. Assist the Division Office in handling issues and concerns coming from the Regional Office and the Central Office, or from the field;
- e. Assist the Division office during the conduct of press conferences and crisis management, if necessary; and
- f. Disseminate information forwarded to their DepEd email address.

4. The designated School Information and Action Officer/s are advised to secure a designation memorandum or letter signed by their respective School Head for documentation purposes.



Brgy. Potol, Tayabas City



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5. All designated officers are requested to fill out the online form with Name (First Name, MI, Last Name); Sex; School; Position; DepEd Email address; FB account; and FB Page of School at <https://tinyurl.com/SIOdesignation> and to upload their scanned designation memorandum or letter at <https://tinyurl.com/Tayabas-SIO-Designation> on or before **July 10, 2020**.
6. An orientation to the SIOs will be conducted on a date to be announced later.
7. Immediate, wide dissemination and strict compliance to this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



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