



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 122, s. 2022

February 8, 2022

**SCHEDULE OF REGULAR CONFERENCE OF SCHOOL INFORMATION OFFICER AND
ACTIVITIES RELATED TO PARTICIPATION TO ILAW AWARDS**

To: CID Chief
Education Program Supervisors Concerned
Public Schools District Supervisors
Secondary and Elementary School Heads
School Information Officers
School Paper Advisers

1. As a communication arm of the Schools Division Office, the Division Communications Team strengthens the utilization of social media as a tool to amplify advocacies of the Schools Division Office, promote public awareness by presenting information, and produce content based on knowledge of community's concern and guided with the Department's core values, policies and programs through the implementation of various social advocacy campaigns to further inform and empower learners, teachers, parents, and other education stakeholders.
2. To achieve the stated objectives, the School Information Officer and the alternate shall work with School Paper Adviser, teachers, and students for the submission of the articles which shall be submitted to the SDO for quality assurance and for posting in the Division Fb page.
3. On a daily basis, there shall be a regular posting of advocacy materials in the Division Fb page. These materials are coming from the schools and the different SDO Functional Units, which are submitted to the Division Communication Team.
4. There shall be Social Media Management Team who shall be the in-charge of all the advocacy programs and in editing the submitted articles from the field.
5. To ensure the implementation of the activity, a regular conference with School Information Officer and Division Communication Team shall be conducted every second and fourth Wednesdays of the month at 3:30 p.m. to 4:30 p.m.
6. Attached in the enclosure is the list of members of the Social Media Management Team.
7. For information, guidance, and compliance.

CRISTY C. EPE
Schools Division Superintendent



Enclosure No. 1

Division Communication Team Members

Name	Office/School
Tito M. Endrina	CID
Gervasio R. Salinas, Jr.	CID
Cherrie Ann B. Bohol	SGOD
Ramon Gravino, Jr.	DICNHS
Rosela Angelo	DICNHS
Reann S. Encarnacion	Balabag ES
Shalyn B. Milloren	Isaac Abalayan ES
Veronica M. Sasi	Pedro Basalan ES
Analyn Manapol	DCCES
Daisy V. Casas	DICNHS-Aplaya Extension HS
Mariam Dessa Buat	DICNHS
Thonver Sampaga	Kapatagan NHS
Sherri Merrill L. Abapo	Rizal Central ES
Lee Glenda C. Precellas	Pedro Basalan ES
Gelyn May A. Hisula	Goma NHS
Marjun Rebosquillo	ALS