



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

**OSDS-2023-** 291

**To :** **LIELANI SEÑIRES – Education Program Supervisor**  
**Division Information Officer**

**FRANCIS JUDE D. ALCOMENDRAS – Administrative Officer V**  
**Division Public Assistance Coordinator**

**Subject :** **PLANNING WORKSHOP FOR THE PRESENTATION OF THE**  
**2024 DEPED DAVAO REGION COMMUNICATION PLAN**

**Date :** **16 November 2023**

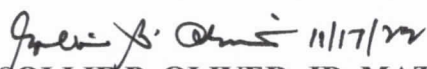
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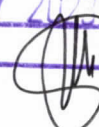
This has reference to the Regional Memorandum No. ORD-2023-090 issued on November 10, 2023 by Allan G. Farnazo, Director IV, DepEd Region XI Office, Davao City, directing the Division Information Officer (DIO) and Division Public Assistance Coordinator (DPAC) to attend the planning workshop for the preparation of the 2024 DepEd Davao Region Communication Plan on November 23-24, 2023 at the Star Hotel, Mabini Street, Davao City.

In view thereof, you are hereby directed to attend the said planning workshop and to prepare a 10-minute accomplishment report to be presented during the workshop.

For immediate dissemination and strict compliance.

For and in the absence of the  
OIC-Schools Division Superintendent:

  
**SOLLIE B. OLIVER, JD, MATE**  
Chief – School Governance and Operation Division  
Officer-In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: NOV 17 2023 TIME: 4:00pm  
BY: 





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

DepEd Schools Division of Digos  
 RECORDS SECTION  
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 DATE: 14 NOV 2023 TIME: 8:38  
 BY: *[Signature]*

**Office of the Regional Director**

**REGIONAL MEMORANDUM**  
 ORD-2023-090

To : All Schools Division Superintendents

Attn : Division Information Officers  
 Division Public Assistance Coordinators

Subject: PLANNING WORKSHOP FOR THE PREPARATION OF THE  
 2024 DEPED DAVAO REGION COMMUNICATION PLAN

Date : November 10, 2023

1. In consonance with DepEd Memorandum 014, s. 2022 on The DepEd Quality Management System (QMS) Manual and Procedures and Work Instructions Manual with an aim to standardize and harmonize the implementation of QMS in the Department, there will be a planning workshop for the preparation of the 2024 DepEd Davao Region Communication Plan on November 23-24, 2023 at the Star Hotel, Mabini St., Davao City.
2. The planning workshop's agenda include:
  - a) standardizing processes for 8888, PAAC, CSC, and other complaints;
  - b) finding strategies to come up with clear and accurate incident reports;
  - c) preparing year-round social media content; and
  - c) preparing and finalizing the Communications Plan for 2024.
3. Two slots are given for each division consisting of the designated Division Information Officer (DIO) and Division Public Assistance Coordinator (DPAC). In case they are not available, the alternate shall attend the planning workshop.

REGION/DIVISION	LIST OF PARTICIPANTS	DESIGNATION
Regional Office	Maria Gemima V. Galang	Regional Information Officer; Regional Public Assistance Coordinator
Regional Office	Justin Brylle Villarias	Alternate/PDO II
Regional Office	Cristine Mae Gentallan	ADAS I/Secretariat
Davao City Division	Jonas Piore	DIO
Davao City Division	Doris Ammabelle Emperador	DPAC
✓ Digos City Division	Lielani Senires	DIO
✓ Digos City Division	Francis Jude Alcomendras	DPAC
Mati City Division	Gina G. Silvestre	DIO
Mati City Division	Leorisyl D. Siarot	DPAC
Tagum City Division	Anwar E. Maadel	DIO
Tagum City Division	Harley Aglosolos	DPAC



Address: F. Torres St., Davao City (8000)  
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**Office of the Regional Director**

Panabo City Division	Armando O. Aguilon Jr.	DIO
Panabo City Division	Neo Carlo Magno	DPAC
IGACOS	Charizma L. Ambrona	DIO
IGACOS	Dianne Jean Mondal/Giovanni Villegas	DPAC
Davao Del Norte Division	Neil Edward D. Diaz	DIO
Davao Del Norte Division	April Julie Mae Gonzaga	DPAC
Davao Del Sur Division	Christopher Felipe	DIO
Davao Del Sur Division	Antonio Pace IV	DPAC
Davao Occidental Division	Raymond Aquino	DIO
Davao Occidental Division	Elenita Bernales	DPAC
Davao de Oro Division	Wilfredo Takasan	DIO
Davao de Oro Division	Norberto Manlangit	DPAC
Davao Oriental Division	Nancy Sumagaysay	DIO
Davao Oriental Division	Luis Culaba Jr.	DPAC

4. One-night accommodation is provided. The meals will be served starting morning snacks, lunch, afternoon snacks, and dinner on Day 1. Breakfast will be served on Day 2.

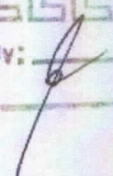
4. The DIOs and DPACs shall prepare a 10-minute accomplishment report (see attached matrix).

5. The travel and other incidental expenses shall be charged to respective local funds, subject to the usual accounting rules and regulations.

**ALLAN G. FARNAZO**  
 Director IV

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
**RELEASED**

PAUI/mgug

By:   
 Date: Nov. 13, 2023



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DAVAO REGION

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**Office of the Regional Director**  
**PROGRAM/MATRIX FOR THE PLANNING-WORKSHOP FOR THE**  
**PREPARATION OF REGIONAL COMMUNICATIONS PLAN 2024**

**November 23, 2023**

7:00 – 8:00	Registration
8:00 – 8:30	Preliminaries/Opening Program
8:30 – 9:00	Presentation of Accomplishment Report of the Public Affairs Unit
9:00 – 12:00	Presentation of Activities Taken/Accomplishment Report of Designated Division Information Officers and Designated Division Public Assistance Coordinators
12:00 – 1:00	Lunch Break
1:00 – 3:00	Planning Workshop by cluster: Division Information Officers Division Public Assistance Coordinators
4:00 – 5:00	Presentation of Outputs
5:00 – onwards	Discussion and Incorporation of Outputs to the Communication Plan
7:00	Dinner

**November 24, 2023**

7:00 – 10:00	Breakfast Meeting Check- Out
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