



Republic of the Philippines  
**Department of Education**  
**Region XII**  
**Schools Division Office of Tacurong City**

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October 15, 2025

**DIVISION MEMORANDUM**

CID-2025- 144

**DESIGNATION OF SCHOOL, CLUSTER, AND FUNCTIONAL DIVISIONS  
INFORMATION COORDINATORS**

**To:** Assistant Schools Division Superintendent  
Functional Division Chiefs  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Administrators  
Public Schools  
*This Division*

1. Pursuant to **DepEd Memorandum No. 017, s. 2021**, titled "*Designation of School Information Coordinators (SICs)*," the Department of Education emphasizes the importance of assigning School Information Coordinators in every public elementary and secondary school nationwide to strengthen communication convergence and coordination from the schools to the national level.
2. In line with this directive, the **Schools Division Office of Tacurong City** hereby disseminates the **List of School, Cluster, and Functional Divisions Information Coordinators** within this Division.
3. The designated Information Coordinators are expected to perform tasks and responsibilities outlined in DepEd Memorandum No. 017, s. 2021, which include but are not limited to:
  - a) assisting in verifying and addressing issues and concerns raised by the public and media involving their school;
  - b) facilitating verification of information based on data privacy and confidentiality protocols;
  - c) communicating untoward incidents and submitting detailed reports to the SDO and higher offices;
  - d) supporting their schools and the Division in responding to media queries and disseminating official information; and
  - e) performing other related duties concerning communication, documentation, and dissemination of information.
4. All Information Coordinators are enjoined to actively coordinate with the **Division Information Officer** on matters concerning public information, documentation, and dissemination of official DepEd communications.



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-562-4880; 0919-065-6425  
**Email:** [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
**Website:** [depedtacurong.org](http://depedtacurong.org)



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5. For ready reference, the following enclosures are provided:  
1) *Enclosure 1* - List of School, Cluster, and Functional Divisions Information Coordinators; and  
2) *Enclosure 2* - DepEd Memorandum No. 017, s. 2021.
6. For further inquiries, you may contact Ronald A. Pelitro, Division Information Officer through [ronald.pelitro@deped.gov.ph](mailto:ronald.pelitro@deped.gov.ph).
7. Immediate and wide dissemination of this Memorandum is desired.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: As stated  
Reference: DepEd Memorandum No. 017, s. 2021  
Allotment: None  
To be indicated in the Perpetual Index under the following subjects:  
**MEDIA INFORMATION**

RAP/DM/CID/ DISSEMINATION OF THE LIST OF SCHOOL, CLUSTER, AND FUNCTIONAL DIVISIONS  
INFORMATION COORDINATORS/October 15, 2025



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Enclosure 1 to Division Memorandum CID-2025 - 149

**LIST OF SCHOOL, CLUSTER, AND FUNCTIONAL DIVISIONS  
INFORMATION COORDINATORS**

| <b>SCHOOL/CLUSTER/DIVISION</b>      | <b>NAME OF INFORMATION OFFICER</b> |
|-------------------------------------|------------------------------------|
| Tacurong Pilot ES / Central Cluster | <b>Virgil John D. Bogaoan</b>      |
| Dr. Manuel J. Griño CS              | <b>Raymond B. Pahate</b>           |
| Maria A. Montilla MES               | <b>Ma. Michelle S. Albento</b>     |
| Buenaflor ES                        | <b>April Joy R. Jumawan</b>        |
| New Lagao ES                        | <b>Jemuel M. Duma-og</b>           |
| San Antonio ES                      | <b>Edreyn B. Hortinela</b>         |
| Abang-Suizo IS                      | <b>Christian Ray H. Fernando</b>   |
| Amado Fernandez Sr. CS              | <b>Queenie P. Arroyo</b>           |
| San Emmanuel ES                     | <b>Julambre T. Garcia</b>          |
| Pedregosa-Acosta ES / East Cluster  | <b>Marnilli J. Romuar</b>          |
| San Rafael ES                       | <b>Christine M. Acquiatan</b>      |
| Tina ES                             | <b>Kristine Mae E. Enriquez</b>    |
| VP Dasmariñas ES                    | <b>Quincy N. Aduca</b>             |
| Casilda P. Venus ES                 | <b>Richard A. Santiago</b>         |
| New Isabela CS                      | <b>Danica Jane S. Po-Lim</b>       |
| Maria Z. Bayya ES                   | <b>Meredy S. Gaisen</b>            |
| Kalandagan ES / West Cluster        | <b>Brilin A. Adalin</b>            |
| JH Lacson ES                        | <b>Marie Stella D. Isla</b>        |
| Josue Alcasid CS / South Cluster    | <b>John Khriston P. Erolpan</b>    |
| Rajah Muda ES-Main                  | <b>Doreen Lou J. Estanislao</b>    |
| Rajah Muda ES-BEAM                  | <b>Airalee Kristal V. Barbusa</b>  |
| Lourdes-Pama ES                     | <b>Cherrie Mae L. Aprosta</b>      |
| Lancheta-Magallon ES                | <b>Mary Grace D. Arabis</b>        |
| Elisa P. Bernardo ES-Main           | <b>Rochelle C. Panaguiton</b>      |
| Elisa P. Bernardo ES-BEAM           | <b>Cristy Ann F. Pama</b>          |
| JV Lagon Sr. ES                     | <b>Maricel E. Palomillo</b>        |
| Tacurong NHS                        | <b>Analyn S. Cape</b>              |



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|                         |                                      |
|-------------------------|--------------------------------------|
| Virginia F. Griño NHS   | <b>Von Ryan A. Berin</b>             |
| San Emmanuel NHS        | <b>Eugene Carl Peñera</b>            |
| San Pablo NHS           | <b>Diana D. Mayo</b>                 |
| Rajah Muda NHS          | <b>Wowie A. Pamplona</b>             |
| AS Bernardo NHS         | <b>Enel Grace S. Armeje</b>          |
| Upper Katungal NHS      | <b>Vivialyn C. Asoy</b>              |
| Abang-Suizo IS          | <b>Sofia Blesshee A. Verano</b>      |
| North Cluster           | <b>Richard R. Arce</b>               |
| CID                     | <b>Cesar Q. Antolin</b>              |
| CID <i>(Alternate)</i>  | <b>Bernard F. Antolo</b>             |
| SGOD                    | <b>Ma. Dianne Joy R. dela Fuente</b> |
| SGOD <i>(Alternate)</i> | <b>John G. Bayugos</b>               |
| OSDS                    | <b>Jennifer Claire A. Tayag</b>      |
| OSDS <i>(Alternate)</i> | <b>Rea May S. Laygan</b>             |



Republic of the Philippines  
**Department of Education**

05 APR 2021

DepEd MEMORANDUM

No. **017** s. 2021

**DESIGNATION OF SCHOOL INFORMATION COORDINATORS**

To: Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues this DepEd Memorandum titled **Designation of School Information Coordinators (SICs)**. An SIC shall be designated in every public elementary, secondary, and senior high school nationwide as counterparts of the Division and Regional Information Officers.
2. The Department fully recognizes the importance of SICs in ensuring that communications convergence are coordinated and strengthened from the schools to the national level.
3. The designated SICs shall be tasked to:
  - 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;
  - c. Facilitate the communication of any untoward incidents in their respective areas, and submit a detailed report within 24 hours to DepEd Central Office (CO) Public Affairs Service (PAS) copy furnished their respective regional and schools division offices;
  - 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, and regional offices 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.
4. The designated SICs should be:
  - a. Holding a teaching or non-teaching position in the school;
  - b. At least two or three years employed in DepEd;
  - c. Able to communicate and write well, and have good public relations skills; and
  - d. Able to respond to issues and concerns requested by the schools division, regional, or the Central Office.

5. The designation of a teacher to perform as School Information Coordinator shall be recommended by the school head to the Schools Division Superintendent (SDS) for approval.
6. The SDS, through the Division Information Officer, is requested to submit the enclosed form with the name of the designated School Information Coordinator to the Regional Information Officer, copy furnished the DepEd Public Affairs Service through email at [pas.od@deped.gov.ph](mailto:pas.od@deped.gov.ph) not later than **May 15, 2021**.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated

References:

DepEd Order No. 99, s. 2010  
DepEd Memorandum Nos.: 145, s. 2005; 219, s. 2012; and 72, s. 2013)

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
OFFICIALS  
MEDIA  
POLICY  
PROGRAMS  
PROJECTS  
SERVICE  
TEACHERS

JDMC/SMMA/APA/MPC, DM Designation of School Information Coordinators  
0059 – February 24/March 22, 2021



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