



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OFFICE OF TACURONG CITY

11 August 2026

DIVISION MEMORANDUM

CID-2026- 092

**SDO PARTICIPANTS IN THE REGIONAL UPSKILLING ACTIVITY
FOR DESIGNATED DIVISION INFORMATION OFFICERS
AND SELECTED SCHOOL INFORMATION OFFICERS**

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

1. In reference to Regional Memorandum ORD-2026-031, titled **“Upskilling Activity for Designated Division Information Officers and Selected School Information Officers,”** the Schools Division Office of Tacurong City, hereby identifies the following participants to attend the activity on **September 2-3, 2026**. The venue will be announced through a subsequent advisory.

2. The participants are as follows:

Name	Designation/Position	Station
Ronald A. Pelitro	Division Information Officer	SDO
Jonald S. Cadio	Division Information Officer-Alternate	SDO
Wendy Lynn G. Conejar	School Information Coordinator	TPES
Faith C. Somcio	School Information Coordinator	NICES
Memvie L. Alesna	School Information Coordinator	AFSCS
Dennis B. Rubin	School Information Coordinator	ASIS
Ma. Christel L. Salvador	School Information Coordinator-Alternate	TNHS

3. Board and lodging, training materials, and other activity-related expenses of the participants shall be charged against ORD Funds, while travelling expenses shall be charged against the school MOOE or local funds, in accordance with existing accounting rules and regulations.

4. Attached is a copy of Regional Memorandum ORD-2026-031 for your reference, guidance, and complete information.

5. For concerns, please contact Ronald A. Pelitro, Division Information Officer at ronald.pelitro@deped.gov.ph.



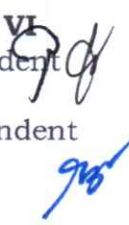
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6. Immediate and wide dissemination of this Memorandum is desired.

CARLOS G. SUSARNO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Enclosure: RM ORD-2026-031

Reference: None

Allotment: None

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

PROGRAMS

RAP/DM/CID SDO PARTICIPANTS IN THE REGIONAL UPSKILLING ACTIVITY FOR DESIGNATED DIVISION
INFORMATION OFFICERS AND SELECTED SCHOOL INFORMATION OFFICERS / August 11, 2026



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SOCCSKSARGEN REGION



03 Aug 2026

REGIONAL MEMORANDUM
ORD-2026-031

**UPSKILLING ACTIVITY FOR THE DESIGNATED DIVISION INFORMATION
OFFICERS AND SELECTED SCHOOL INFORMATION COORDINATORS**

TO: Assistant Regional Director
Schools Division Superintendents
Designated Division Information Officers
Selected School Information Coordinators
All Other Personnel Involved

1. In line with DepEd-SOCCSKSARGEN Region's commitment to strengthening its public information and communication initiatives, this Office announces the conduct of the **Upskilling Activity for the Designated Division Information Officers (DIOs) and Selected School Information Coordinators (SICs) on September 2-3, 2026**. The venue will be announced upon completion of the procurement process.

2. The activity aims to further enhance the knowledge, competencies, and professional capabilities of the region's information officers in effectively delivering timely, accurate, and relevant information to stakeholders. It also seeks to ensure that communication practices across the region remain responsive to emerging challenges aligned with the Department's strategic directions.

3. Specifically, the activity aims to:

- a. strengthen the competencies of Division Information Officers and School Information Coordinators in strategic public communication,
- b. enhance participants' understanding of effective crisis communication and media management during emergency situations and other critical incidents,
- c. orient participants on the salient provisions and implementation of Department Order No. 7, s. 2026 and its implications on public information and communication management,
- d. promote the sharing of best practices, innovations, and collaborative strategies among information officers across the region, and
- e. reinforce the role of information officers in advancing transparency, stakeholder engagement, and the delivery of accurate, timely, and responsible information.

4. The activity shall cover the following topics:

- a. Crisis Communication and Media Management,
- b. Orientation on Department Order No. 7, s. 2026,
- c. Effective Public Information Management and Strategic Communication,
- d. Digital Communication and Social Media Management, and
- e. Best Practices and Sharing of Experiences among Information Officers.



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5. Participants to this activity include the following personnel:
- Designated Division Information Officers and their alternates from the Schools Division Offices
 - Selected School Information Coordinators identified by their respective Schools Division Offices
6. The Schools Division Offices are directed to identify and endorse their respective participants and ensure their attendance throughout the duration of the activity.
7. Traveling expenses of participants shall be charged against local funds, while board and lodging, training materials, and other activity-related expenses shall be charged against ORD funds, subject to the usual accounting and auditing rules and regulations.
8. For information and compliance of the concerned.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Enclosure: None
Reference: PAU OM
Allotment: None
To be indicated in the Perpetual Index
under the following subject:

PROGRAMS

RJSH/ORD-PAU/RM/UPSKILLING ACTIVITY FOR THE DESIGNATED DIVISION INFORMATION OFFICERS AND SELECTED SCHOOL INFORMATION COORDINATORS
010/August 03, 2026

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SOCCSKSARGEN REGION

Enclosure 1 Region Memorandum ORD-2026-031

INDICATIVE PROGRAM OF ACTIVITIES

TIME	ACTIVITY	PERSON RESPONSIBLE
Day 1		
7:30 – 8:30 a.m.	Registration of Participants	Secretariat
8:30 – 8:40 a.m.	Preliminaries	Facilitator
8:40 – 8:45 a.m.	Opening Remarks/ Statement of Purpose	Reah Joy L. Sevillano-Halique Administrative Officer V ORD – Public Affairs Unit
8:45 – 9:00 a.m.	Inspirational Message	Atty. Alberto T. Escobarte, CESO II Regional Director
9:00 – 9:15 a.m.	Activity Overview, House Rules, and Expected Outputs	Facilitator
	Introduction of the Resource Person	
9:15 – 10:45 a.m.	Crisis Communication Protocol	Ms. Niña Faye Seva Public Affairs Service, Central Office
10:45 – 11:00 a.m.	Health Break	
11:00 – 12:00 n.n	Developing a Crisis Communication Plan for Schools and Division Offices	Ms. Niña Faye Seva Public Affairs Service, Central Office
12:00 – 1:00 p.m.	Lunch Break	
1:00 – 2:30 p.m.	Orientation on Department Order No. 7, s. 2026: Policies, Standards, and Implementation Guidelines	Ms. Cleo May Dela Cruz Public Affairs Service, Central Office
2:30 – 3:45 PM	Developing a Division Information and Communication Action Plan	Ms. Cleo May Dela Cruz Public Affairs Service, Central Office
3:45 – 4:30 PM	Presentation of Division Action Plans and Feedback	Secretariat
4:30 – 4:45 PM	Activity Evaluation	Facilitator
4:45 – 5:00 PM	Closing Program • Awarding of Certificates • Closing Message	Facilitator
05:00 – onwards	Dinner	
Day 2		
8:00 – 8:15 AM	Recapitulation of Day 1	Facilitator
8:15 – 10:00 AM	Essentials of News Writing and Story Development	Dave C. Prodigio Education Program Supervisor
10:00 – 10:15 AM	Health Break	
10:15 – 12:00 NN	Fundamentals of Graphic Design, Layouting, and Visual Communication	Jodan E. Manua Education Program Specialist II
12:00 – 1:00 p.m.	Lunch	



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1:00 – 2:15 p.m.	Presentation of the Best Practices of the SDOs	Division Information Officers
2:15 – 2:30 p.m.	Health Break	
2:30 – 05:00 p.m.	Meeting with the DIOs and SICs	All Information Officers
05:00 onwards	Dinner Home Sweet Home	



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