



Republic of the Philippines

Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA
Bangued, Abra

19 January 2023

Division MEMORANDUM
No. 026 s. 2022

CAPABILITY BUILDING FOR SCHOOL INFORMATION COORDINATORS

To: Asst. Schools Division Supt.
Division Chiefs
Public Schools District Supervisor
Concerned School Heads and Personnel

1. The Schools Division of Abra through the Social Mobilization and Networking Section will conduct the Capability Building for School Information Coordinators in two (2) batches on January 28-29, 2023 at the Bangued West Central School Covered Court.
2. The activity seeks to capacitate the School Information Coordinators (SICs) on strategic communications. It specifically aims to:
 - a. Capacitate School Information Coordinators (SICs) on news writing, feature writing and photojournalism,
 - b. Provide the SICs with the necessary skills to manage their school's social media page, and
 - c. Create an avenue to share best practices in program advocacy and information management.
3. Participants to this activity are the designated SICs of the elementary and secondary schools in the Schools Division of Abra. Refer to Enclosure 1 of this Memorandum. Participants are advised to bring with them their designation letter as School Information Coordinator which format is presented in Enclosure 2.
4. Participants will be granted Service Credits for their attendance in this activity as per DepEd and Civil Service Guidelines.
5. The conduct of the activity should adhere to the no disruption of classes policy stipulated in DepEd Order No. 9, s. 2005 on instituting Measures to Engage Time-on Task and Ensuring Compliance Therewith.
6. Expenses related to the conduct of the activity shall be charged to the SDO local funds and travel expenses of the participants shall be charged to their respective MOOE subject to the usual accounting and auditing rules.


BENILDA M. DAYTACA EdD, CESO V
Schools Division Superintendent

SMN/jnp



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NUMBER OF PARTICIPANTS TO THE CAPABILITY BUILDING FOR SCHOOL INFORMATION COORDINATORS

BATCH 1 – JANUARY 28, 2023

DISTRICT	NUMBER OF PARTICIPANTS
Baay-Licuan	8
Bangued	22
Boliney	7
Bucay	16
Bucloc	4
Daguioman	3
Danglas	6
Dolores	11
Lacub	7
La Paz	15
Lagayan	5
Langiden	6
Malibcong	8
Penarubbia	4
Resource Persons	4
TWG and QAME	5
TOTAL	130

BATCH 2 – JANUARY 29, 2023

DISTRICT	NUMBER OF PARTICIPANTS
Lagangilang	15
Luba	12
Manabo	8
Pidigan	9
Pilar	12
Sallapadan	9
San Isidro	7
San Juan	10
San Quintin	5
Tayum	8
Tineg	10
Tubo	12
Villaviciosa	7
Resource Persons	4
TWG and QAME	5
TOTAL	133

FORMAT OF THE SIC DESIGNATION



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OFFICE OF ABRA
[NAME OF SCHOOL]
[ADDRESS]

[DATE]

[NAME OF EMPLOYEE TO BE DESIGNATED AS SCHOOL INFORMATION OFFICER]

[Position]

[School]

[District]

Schools Division of Abra

You are hereby designated as School Information Coordinator (SIC) of [Name of School], [District] from April 19, 2021 to April 20, 2022. As School Information Coordinator, you are to exercise the following duties and responsibilities as stipulated in DepEd Memorandum No. 17, s. 2021 in addition to your usual work as [position] without any additional remuneration:

1. Assist and act as focal person in verifying and addressing issues and concerns raised by the public and media involving your school or area,
2. Facilitate the verification of information based on protocols, data privacy, integrity and confidentiality,
3. Facilitate the communication of any untoward incidents in their respective areas, and submit a detailed report within 24 hours to the School Division Office,
4. Provide updates to the Schools Division of Abra that may be referred to in media releases to national media,
5. Support their respective schools, Schools Division in responding to media queries on local issues,
6. Coordinate with the Schools Division of Abra to request for official statements on existing issues,
7. Perform duties and responsibilities related to DepEd Public Affairs, programs, projects and activities, and
8. Perform other tasks related to the efficient communication, documentation and dissemination of information to the Schools Division of Abra and vice-versa.

Recommending Approval:

[Name of School Head]

[Position]

Approved:

BENILDA M. DAYTACA EdD, CESO V
Schools Division Superintendent



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