



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V



TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

MEMORANDUM

TO : **JOBERT P. NARVADEZ** - Education Program Supervisor, SGOD
MARY ANN B. ROSAURO – Administrative Officer V

FROM : **SUSAN S. COLLANO CESO V**
Schools Division Superintendent

SUBJECT : **Designation as Division Information Officer (DIO) & Alternate DIO**

DATE : March 22, 2024

In the exigency of service and in compliance with Regional Memorandum No. 11, s. 2021 re: Designation of Division Information Officers (DIOs) and Alternate DIOs, this office hereby designates Dr. Jobert P. Narvadez as DIO and Mary Ann B. Rosauro as Alternate DIO effective immediately.

As such, the DIO and in his absence, the Alternate DIO is expected to perform the following duties and functions:

- a. Assist the Schools Division Superintendent (SDS) and act as focal/point person in addressing issues and concerns raised by the public and the media involving his office, and support the SDS in responding to media queries and local news issues;
- b. Conduct local media briefings or press conferences for newsworthy events of the Division Office (DO) which may include, but are not limited to launching of national/local programs/projects/activities (PPAs) of the Division and represent the Division in press conferences, media interviews and other gatherings requiring media coverage;
- c. Act on requests coming from members of the media or the general public seeking information regarding DepED's programs and projects and coordinate interviews with the proper resource persons;
- d. Inform the public of the status and accomplishments of the Schools Division Office;
- e. Inform the Public Affairs Unit (PAU) of the Regional Office/Central Office, in coordination with the DRRM coordinator, GAD/Child Protection Policy Focal Persons and Division Legal Officer of any untoward incident in their respective areas and submit a detailed report to the PAU within twenty-four (24) hours;
- f. Issue press releases and/or press statements and reactions on existing issues; and
- g. Perform duties of a communication officer on top of your current duties.

For your information, guidance and immediate compliance.