



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

April 7, 2021

DIVISION MEMORANDUM

NO. 123, s. 2021

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
All Division Unit and Section Heads
All Education Program Supervisors and Specialists
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Concerned

DESIGNATION OF SCHOOL INFORMATION COORDINATORS

1. Pursuant to DepEd Memorandum No. 17, s. 2021 titled “Designation of School Information Coordinators (SICs),” this Office directs the designation of SICs in every public elementary and secondary school nationwide to ensure that communications convergence is coordinated and strengthened from the schools to the national level.
2. The designated SICs shall be tasked to:
 - a. Serve as counterparts of the Division Information Officer in the school level;
 - b. Assist and act as focal person in verifying and addressing issues and concerns raised by the public and the media involving their school or area;
 - c. Facilitate the conduct of verification of information based on protocols, data privacy, integrity, and confidentiality;
 - d. 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, copy furnished their regional and schools division office;
 - e. Provide updates to the schools division, RO, or CO that may be referred to in media releases to national media;
 - f. Support their respective school, schools division, and RO in responding to media queries on local issues;
 - g. Coordinate with the schools division, RO, or CO to request for official statements on existing issues;
 - h. Perform duties and responsibilities related to DepEd Public Affairs programs, projects, and activities, and;
 - i. Perform other tasks related to the efficient communication, documentation, and dissemination of information to DepEd CO and vice versa



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3. 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, RO, or CO

4. 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. School heads shall ensure the **accomplishment and submission of the selected SICs' designation order** through this link tinyurl.com/CaviteSICs not later than **April 30, 2021**. Soft copy of the attached **designation order template** may be downloaded through this link tinyurl.com/SICDOtemplate





5. Questions and clarifications may be communicated to Ms. Rey Ann M. Avilla, Division Information Officer, through this email address depedcavite.dio@deped.gov.ph

6. Immediate dissemination of and strict compliance to this Memorandum is directed.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RMA/ DM 123 s. 2021
040721-098/04/ 07/ 2021



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(Enclosure to DepEd Memorandum No. 17, s. 2021)

Designation of School Information Coordinator (SIC)

Name: _____

Position: _____

School and District: _____

Contact Details:

Contact Number: _____

Email Address: _____

Facebook Account Name: _____

Recommended by:

<<FULL NAME OF SCHOOL HEAD>>

School Head

Approved by:

<<FULL NAME OF PSDS/ SDS*>>

Public Schools District Supervisor/ Schools Division Superintendent

Note: If teaching, approval of SDS must be secured. If non-teaching, approval of PSDS shall suffice. (Delete this note when saving and submitting final copy of designation order to tinyurl.com/CaviteSICs)



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