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Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

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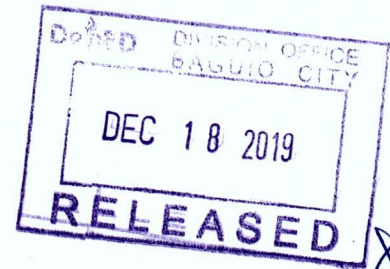
DIVISION MEMORANDUM

No. 671 S. 2019

TO : Chief Education Supervisor - CID
Education Program Supervisors - CID
Public Schools District Supervisors
Schools Heads
All Others Concerned

SUBJECT : DESIGNATION AS DIVISION AND DISTRICT
INFORMATION/ACTION OFFICERS

Date : December 17, 2019



1. To strengthen, expand, and better facilitate communication processes and linkages from division and districts to the regional office through the Public Affairs Unit, this office designates division and district personnel as information/action officers.
2. Please refer to Annex A for the Registry of Designated information/Action Officers.
3. As designated division and district information/action officers, you are tasked to:
 - a. assist and act as point persons in addressing issues and concerns raised by the DepEd Central Office, the public, and the media involving their offices;
 - b. inform the Regional Office through the Public Affairs unit of untoward incidents in their respective areas and submit detailed report within 24 hours to the Regional Office.
 - c. provide news feeds (e.g.articles,photos) to the Public Affairs Unit for possible inclusion in media releases to local and national outlets, regional publications, and social media. This does not preclude any contributions submitted to existing division newsletters.
 - d. promote DepEd programs, projects, and activities in the official SDO social media platforms;
 - e. support the schools division superintendents in responding to media queries and local news issues;
 - f. coordinate with the Public Affairs Unit on official statements and reactions on existing issues;
 - g. promptly assist the regional office and division office during communication crises; and
 - h. perform the duties of an information or action officer on top of your current duties.
4. Immediate dissemination of this Memorandum is desired.

MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent



Annex A

Registry of DepEd SDO Baguio Information Officers
Regional Memo No. 446 S. 2019
Designation of Division and District Information / Action Officers

Name	Sex	Station	Cellphone Numbers	Role	DepEd Email Address	Facebook Account	Workplace Account
Marilyn S. Apiit	F	SDO Baguio - CID	0916 609 7783	Division Information Officer	marilyn.apiit@deped.gov.ph	https://www.facebook.com/marilyn.apiit	marilyn.apiit@deped.gov.ph
Elaine B. Cabuag	F	SDO Baguio - SGOD SocMob	0921 684 7603	Division Information Officer / DepEd Tayo Baguio Administrator	elaine.cabuag001@deped.gov.ph / elainecabuag@gmail.com	https://www.facebook.com/elaine.cabuag	elaine.cabuag001@deped.gov.ph
Christopher David G. Oliva	M	SDO Baguio - CID - LRMDS	0917 877 5884	DepEd Tayo Baguio Administrator	christopherdavid.oliva@deped.gov.ph	https://www.facebook.com/chris.oliva.pdo	christopherdavid.oliva@deped.gov.ph
Susana C. Aliping	F	Baguio Central District	0947-722-5803	Lead District Info Officer	susana.aliping@deped.gov.ph	https://www.facebook.com/sansualiping	susana.aliping@deped.gov.ph
Lillie A. Vinluan	F	Baguio Central District	0938 659 9509	Alternate District Info Officer	lillie.vinluan@deped.gov.ph		lillie.vinluan@deped.gov.ph
Simeon Yangyang	M	Mabini District	0949-986-3307	Lead District Info Officer	simeon.yangyang@deped.gov.ph		simeon.yangyang@deped.gov.ph
Maria O. Palsi	F	Mabini District	0908-499-7908	Alternate District Info Officer	maria.palsi@deped.gov.ph	https://www.facebook.com/maria.palsi.3	maria.palsi@deped.gov.ph
Brendalee C. Awingan, (OIC)	F	North Quezon District	0936-024-8175	Lead District Info Officer	brendalee.awingan@deped.gov.ph	https://www.facebook.com/brendalee.awingan	brendalee.awingan@deped.gov.ph
Gloria A. Catiyan	F	North Quezon District	0907-456-5180	Alternate District Info Officer	gloria.catiyan@deped.gov.ph	https://www.facebook.com/gloria.catiyan	gloria.catiyan@deped.gov.ph
Leticia C. Hidalgo	F	West Baguio Central District	0915-779-0575	Lead District Info Officer	leticia.hidalgo001@deped.gov.ph	https://www.facebook.com/leticia.hidalgo.33821	leticia.hidalgo001@deped.gov.ph
Alice B. Masidong	F	West Baguio Central District	0920-365-4565	Alternate District Info Officer	alice.masidong@deped.gov.ph	https://www.facebook.com/alice.buteng	alice.masidong@deped.gov.ph
Rufina A. Suanding	F	Quezon District	0999-675-8818	Lead District Info Officer	rufina.suanding@deped.gov.ph	https://www.facebook.com/rufina.suanding	rufina.suanding@deped.gov.ph
Estrella B. Bulay	F	Quezon District	0908-150-0357	Alternate District Info Officer	estrella.bulay@deped.gov.ph	https://www.facebook.com/estrella.bulay	estrella.bulay@deped.gov.ph
Santiago Bugtong	M	Lucban District	0939-346-6319	Lead District Info Officer	santiago.bugtong@deped.gov.ph	https://www.facebook.com/james.riddle.3192	santiago.bugtong@deped.gov.ph
Hermoso P. Bunnol	M	Lucban District	0947-455-1243	Alternate District Info Officer	hermoso.bunnol@deped.gov.ph		hermoso.bunnol@deped.gov.ph
Lourdes B. Lomas-e	F	Baguio Central & West Baguio Central	0928-266-3094	Lead District Info Officer	lourdes.lomase@deped.gov.ph	https://www.facebook.com/lbalao	lourdes.lomase@deped.gov.ph
Jane Marie M. Ngolab	F	Baguio Central & West Baguio Central	0929-814-5891	Alternate District Info Officer	janemarie.ngolab@deped.gov.ph	https://www.facebook.com/janemarie.ngolab	janemarie.ngolab@deped.gov.ph
Santiago Bugtong (OIC)	M	Lucban & Mabini District	0939-346-6319	Lead District Info Officer	santiago.bugtong@deped.gov.ph	https://www.facebook.com/james.riddle.3192	santiago.bugtong@deped.gov.ph

Ester L. Gallotan	F	Lucban & Mabini District	0929 488 4769	Alternate District Info Officer	pinsaohigh2009@gmail.com	https://www.facebook.com/ester.gallotan	esther.gallotan@deped.gov.ph
Leonard N. Dawaton	M	Baguio City High School and Annexes	0928-373-2673	Lead District Info Officer	leonardo.dawaton@deped.gov.ph	https://www.facebook.com/leondawaton	leonardo.dawaton@deped.gov.ph
Warren Ambat	M	Baguio City High School and Annexes	0917-456-5962	Alternate District Info Officer	warren.ambat@deped.gov.ph	https://www.facebook.com/warrenlambat	warren.ambat@deped.gov.ph
Brendalee C. Awingan	F	Quezon and North Quezon District	0936-024-8175	Lead District Info Officer	brendalee.awingan@deped.gov.ph	https://www.facebook.com/brendalee.awingan	brendalee.awingan@deped.gov.ph
Mary Jane N. Malihod	F	Quezon and North Quezon District	0999-880-4385	Alternate District Info Officer	maryjane.malihod@deped.gov.ph	https://www.facebook.com/maryjane.nahiwanmalihod	maryjane.malihod@deped.gov.ph