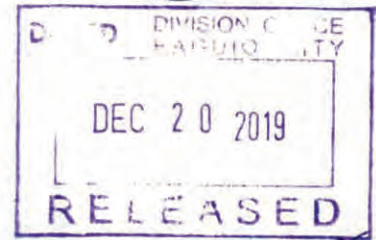




Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**  
No. 82 Military Cut-off Road, Baguio City, 2600



**DIVISION MEMORANDUM**


No. 672 S. 2019

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

**SUBJECT :** ADDENDUM TO DIVISION MEMORANDUM No. 671 S. 2019  
Re: DESIGNATION AS DIVISION AND DISTRICT  
INFORMATION/ACTION OFFICERS FOR DEPED INCLUSIVE  
EDUCATION PROGRAMS

**DATE :** December 20, 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 personnel as information/action officers for DepEd Inclusive Education Programs.
2. Please refer to Annex A for the Registry of Designation of Division Information Action Officers for DepEd Inclusive Education Programs.
3. As designated division information/action officers for DepEd Inclusive Education Programs, 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 Designation of Division Information / Action Officers for DepEd Inclusive Education Programs

Name	Sex	DepEd Program	Cellphone Numbers	Role	DepEd Email Address	Facebook Account	Workplace Account
Mark T. Malidom	M	Madrasah Education Program (MEP)	0999 329 9170	Lead Information Officer	mark.malidom@deped.gov.ph	Mark Timpac Malidom	mark.malidom@deped.gov.ph
Al-khaled T. Haramain	M	Madrasah Education Program (MEP)	0948 718 2805	Alternate Information Officer	alkhains030717@gmail.com	Al-khaled Timpac Haramain	
Jehan K. Laoyan	F	Alternative Learning System (ALS)	0910 392 4545	Lead Information Officer	jehan.kheunj13@gmail.com	Nahej Kimbongan Laoyan	
Michaelle T. Saganib	F	Alternative Learning System (ALS)	0950 219 3119	Alternate Information Officer	michasaganib@gmail.com		