



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

February 4, 2026

DIVISION MEMORANDUM

No. ~~108-2026~~

DESIGNATION OF DIVISION INFORMATION OFFICERS (DIOs) AND ALTERNATIVES

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 All Public Schools District Supervisor
 Public Elementary and Secondary School Heads
 Others Concerned

1. In reference to Regional Memorandum No. 069, s. 2026 titled "*Submission of Updated Names of Designated Division Information Officers (DIOs) and Their Alternates,*" this Office hereby designates the following personnel as the official Division Information Officer (DIO) and Alternate DIO of the Schools Division Office of Baguio City:

No.	DESIGNATION	NAME	POSITION
1	Division Information Officer, Chairperson	JULIET D. PIOK	Senior Education Program Specialist
2	Division Information Officer, Co-Chairperson	ARMI A. FIANGAAN	Education Program Supervisor

2. The following tasks and responsibilities of the Division Information Officers (DIOs) are reiterated, as provided under DepEd Order No. 99, s. 2010 and other existing policies:

- a. assist and act as focal persons in addressing issues and concerns raised by the public and the media involving their offices;
- b. together with the Division Public Assistance Coordinator (DPAC), inform the Regional Office through the Public Affairs Unit of any untoward incidents in their respective areas and submit a detailed report within twenty-four (24) hours;
- c. provide news feeds (e.g., articles, photos, and videos) to the Public Affairs Unit for possible inclusion in media releases to local and national outlets, regional publications, and official social media platforms, without prejudice to contributions to existing division newsletters;
- d. promote DepEd programs, projects, and activities through the official Schools Division Office social media platforms;



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- e. support the Schools Division Superintendent in responding to media queries and local news issues;
 - f. coordinate with the Public Affairs Unit on official statements and reactions regarding existing issues;
 - g. Promptly assist the Regional Office and the Schools Division Office during communication crises; and
 - h. Perform the duties of an information officer in addition to their current official functions.
5. This memorandum shall take effect immediately and shall remain in force until revoked or amended.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent


