



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 290, s. 2021

2021

**DESIGNATION OF SCHOOL INFORMATION COORDINATORS**

To: Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Senior Education Program Specialists/ Education Program Specialists II  
Public Schools District Supervisors/Districts-In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd and Regional Memoranda, all public elementary, junior, and senior high schools are hereby directed to designate a School Information Coordinator (SIC) as counterpart of the Division and Regional Information Officers.
2. Tasks, functions, and qualifications of the designated SIC are provided in paragraphs 3 and 4 of DepEd Memorandum No. 17 series of 2021.
3. School Heads are further directed to provide the following data:  
School Name : District:  
Name of SIC: Position:  
No. of years in DepEd: DepEd email :  
Contact Number :
4. Please email the required data on or before May 3, 2021 to this email address:  
[karla.panesa@deped.gov.ph](mailto:karla.panesa@deped.gov.ph).
5. For further details, please refer to the attached Memoranda.
6. For immediate widest dissemination and compliance.

*Senen Priscillo P. Paulin*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
4/30/2021

SPP/JMA-MKP-NLR/SGOD/RISP/kpanton  
April 30, 2021



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-0667 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

**Office of the Regional Director**

REGIONAL MEMORANDUM  
No. \_\_\_\_\_, s. 2021

**DESIGNATION OF SCHOOL INFORMATION COORDINATORS**

To: Schools Division Superintendents/OICs  
All Division Information Officers  
All Others Concerned

1. For the information and guidance of all concerned, attached is DepEd Memorandum No. 017, s. 2021 titled Designation of School Information Coordinators (SICs). This Memorandum directs that every public elementary, secondary and senior high school in this region shall designate School Information Coordinators as counterparts of the Division and Regional Information Officers.
2. The designation of SICs upholds DepEd's campaign in strengthening its communication convergence among its learning communities. Attention is invited to paragraphs 3 & 4 of the said memorandum, relative to the tasks and functions of the School Information Coordinators.
3. All Division Information Officers are kindly requested to consolidate the entries from the enclosed form for the designation of SICs in their respective schools and submit the consolidated data on or before **May 3, 2021**. See the enclosure of DepEd Memorandum No. 17, s. 2021.
4. Widespread dissemination of this Memorandum is enjoined.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Office of the Regional Director

SECRET



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph



Republic of the Philippines  
**Department of Education**

05 APR 2021

DepEd MEMORANDUM

No. **017** s. 2021

**DESIGNATION OF SCHOOL INFORMATION COORDINATORS**

To: Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues this DepEd Memorandum titled **Designation of School Information Coordinators (SICs)**. An SIC shall be designated in every public elementary, secondary, and senior high school nationwide as counterparts of the Division and Regional Information Officers.

2. The Department fully recognizes the importance of SICs in ensuring that communications convergence are coordinated and strengthened from the schools to the national level.

3. The designated SICs shall be tasked to:
- Assist and act as focal persons in verifying and addressing issues and concerns raised by the public and the media involving their school or area;
  - Facilitate the conduct of verification of information based on protocols, data privacy, integrity and confidentiality;
  - 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 (PAS) copy furnished their respective regional and schools division offices;
  - Provide updates to the schools division, region or CO that may be referred to in media releases to national media;
  - Support their respective schools, schools division, and regional offices in responding to media queries on local issues;
  - Coordinate with the schools division, regional or CO to request for official statements on existing issues;
  - Perform duties and responsibilities related to DepEd Public Affairs programs, projects, and activities; and
  - Perform other tasks related to the efficient communication, documentation and dissemination of information to DepEd CO and vice versa.

4. The designated SICs should be:
- Holding a teaching or non-teaching position in the school;
  - At least two or three years employed in DepEd;
  - Able to communicate and write well, and have good public relations skills; and
  - Able to respond to issues and concerns requested by the schools division, regional, or the Central Office.

5. 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.

6. The SDS, through the Division Information Officer, is requested to submit the enclosed form with the name of the designated School Information Coordinator to the Regional Information Officer, copy furnished the DepEd Public Affairs Service through email at pas.od@deped.gov.ph not later than **May 15, 2021**.

7. Immediate and wide dissemination of this Memorandum is requested.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:

As stated



References:

DepEd Order No. 99, s. 2010

DepEd Memorandum Nos.: 145, s. 2005; 219, s. 2012; and 72, s. 2013)

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
OFFICIALS  
MEDIA  
POLICY  
PROGRAMS  
PROJECTS  
SERVICE  
TEACHERS

(Enclosure to DepEd Memorandum No. **017**, s. 2021)

**Designation of School Information Coordinator (SIC)**

Name:

Position:

School and District:

Contact details (mobile, e-mail, etc.):

SIGNATURE:

RECOMMENDED by Principal or School Head:

APPROVED by PSDS or SDS:

Note: Please send this Form to the School Information Coordinator (SIC) of the school. The School Information Coordinator (SIC) will send the consolidated list of the School Information Coordinators (SICs) to the District Office (DO) in the following format:

**REGION 1 SCHOOL INFORMATION COORDINATORS**

Name	School	District	Contact Details (email, mobile, landline, fb account, etc.)
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- 1.
- 2.
- 3.