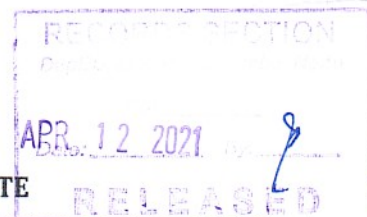





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 120 s. 2021

TO: Public Schools District Supervisors
School Heads (Both Elementary and Secondary)
All Others Concerned
This Division

FROM:  MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent

SUBJECT: DESIGNATION OF SCHOOL INFORMATION COORDINATORS

DATE: APRIL 8, 2021

1. Pursuant to DepEd Memorandum No. 017 dated April 5, 2021 requiring the designation of School Information Coordinator in every school as counterpart of the Division and Regional Information Coordinators, this office enjoins all School Heads to designate SICs using the enclosed form. The SICs shall perform the tasks provided in the said order.
2. In a Memorandum dated April 7, 2021, the Regional Office requests that a consolidated list of designated School Information Coordinators be submitted to that office on or before April 30, 2021.
3. To ensure compliance, all schools shall submit softcopies of the accomplished forms to the District ICT Coordinators for consolidation not later than April 20, 2021. The districts shall then forward the consolidated list to the SDO thru the official website on or before April 25, 2021.
5. The cooperation and support of everyone is enjoined
6. Immediate dissemination of this memorandum is directed.

OSDSjlr/Designation of SICs/DM010-2021/04082021

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



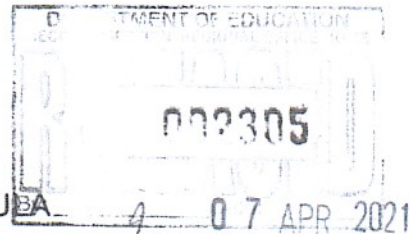
Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day
with a
Sense of Urgency"



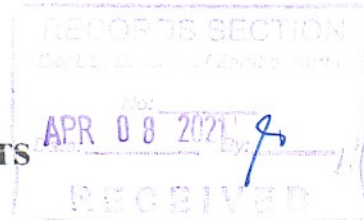
Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX- ZAMBOANGA PENINSULA



April 7, 2021


MEMORANDUM

**TO: ALL SCHOOLS DIVISION SUPERINTENDENTS
 This Region**



1. This has reference to DepEd Memorandum No. 017, series 2021 dated April 5, 2021 re: **Designation of School Information Coordinators** in public elementary, secondary and senior high schools as counterparts of the Division and Regional Information Officers.
2. This is to ensure that communications convergence is coordinated and strengthened from the schools to the national level.
3. As such, all Schools Division Superintendents through your Division Information Officers are requested to submit a consolidated list of Designated School Information Coordinators following the enclosed format on or before April 30, 2021 to paragas_dahlia@yahoo.com.
4. Please see attached memorandum for details.
5. For your information, immediate action and wide dissemination.

For the Regional Director:


DR. MARIETTA R. ANHAW
 Chief, HRRD/OIC, Admin. Division
 Officer-In-Charge

ORD-PAU-M-2021-024
 DAP:ifdk

FTUREK



ORD- ADMIN-OM-JUL27-2020-002
 Regional Government Center
 Balintawak, Pagadian City



: region9@deped.gov.ph



(062) 215-3751
 or 991-5975



(062) 991-1906-07
 or 991-3115



SCP000499Q

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

Designation of School Information Coordinator (SIC)

Name: _____

Position: _____

School and District: _____

Contact details (mobile, email, FB account):

SIGNATURE:

RECOMMENDED by Principal or School Head:

APPROVED by PSDS or SDS

Note: Please send this Form to Division Information Officers for consolidation. The DIOs will send the consolidated list of SICs to regional office. The RIOs will send the consolidated list of SICs to PAS, Central Office (pas.od@deped.gov.ph) following this format:

REGION 1 SCHOOL INFORMATION COORDINATORS

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

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 desired.


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 authenticate this document,
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DEPED-OSEC-418497

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

BUREAUS AND OFFICES
OFFICIALS
MEDIA
POLICY
PROGRAMS
PROJECTS
SERVICE
TEACHERS



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:
 - a. 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;
 - b. Facilitate the conduct of verification of information based on protocols, data privacy, integrity and confidentiality;
 - c. 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;
 - d. Provide updates to the schools division, region or CO that may be referred to in media releases to national media;
 - e. Support their respective schools, schools division, and regional offices in responding to media queries on local issues;
 - f. Coordinate with the schools division, regional or CO to request for official statements on existing issues;
 - g. Perform duties and responsibilities related to DepEd Public Affairs programs, projects, and activities; and
 - h. 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:
 - 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, regional, or the Central Office.