



DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

URGENT

MEMORANDUM

TO: All Regional Directors
All Schools Division Superintendents
Regional Information Officers
Division Information Officers
Speakers Bureau Members
Senior High School Implementation Teams
All School Heads

Cc: Undersecretaries
Assistant Secretaries
Central Office Directors and Heads of Offices
Communications Unit

To: SDSs
For your compliance,
please -
Thank you! J. Rivera
20 April 2015

SUBJECT: Communicating K to 12 to All Stakeholders: Monitoring and Resource Materials

DATE: April 16, 2015

As the Department continues efforts to increase awareness and understanding of the K to 12 Basic Education Program, all **Regional Directors, Schools Division Superintendents, and School Heads** were tasked to lead efforts and provide full support, time and resources to communicate K to 12 and inform our internal (school-based and field personnel) and external stakeholders (parents, students, and other stakeholders). All Speakers Bureau members also went through a workshop to provide our communicators with updated information and guide them in making communications plans for their respective divisions.

To monitor the implementation of these efforts, each division and region is required to submit a report on **April 24, 2014 at 10:00AM** to ace.delacruz@deped.gov.ph and strictly follow these guidelines:

1. Download the report template here: <http://tinyurl.com/Kto12SpeakersBureau> with filename: "150424 - Report Template on Results as of April 24". 3 examples are included for your guidance.
2. All submissions must be in Microsoft Excel format (.xls or .xlsx).
3. All submissions must have this filename format: "[Name of Division]-CommsReport.xls" - (e.g. *Apayao-CommsReport.xls* or *MarawiCity-CommsReport.xls*)

For your reference and dissemination, you may **view/download updated materials** on K to 12 through the following links:

1. Midterm Report to the House of Representatives by Secretary Br. Armin A. Luistro FSC (March 11, 2015) - <http://tinyurl.com/Kto12MidtermReport>
2. Updated materials (including FAQs, presentations, infographics, etc.) - <http://tinyurl.com/Kto12SpeakersBureau>
3. DepEd Philippines on Facebook (regular updates) - <http://facebook.com/DepEd.Philippines>
4. DepEd_PH on Twitter (regular updates) - http://twitter.com/DepEd_PH

Central Office shall continuously update these channels for your use, please check these links regularly. For your information and compliance. Thank you!


RIZALINO D. RIVERA
Undersecretary

