



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
 Gate 2, Karangalan Village, Cainta Rizal



**REGIONAL MEMORANDUM**  
**No. 52 s, 2016**

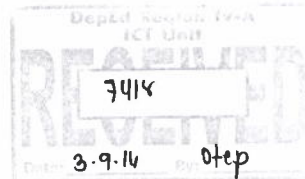
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TO : All Schools Division Superintendents  
 Designated Division Information Officers, DIOs

FROM : DIOSDADO M. SAN ANTONIO  
 Director IV

SUBJECT : PARTICIPATION TO THE CAPACITY BUILDING WORKSHOP FOR DEPED  
 INFORMATION/ ACTION OFFICERS

DATE : March 8, 2016



1. This is to inform all School Division Superintendents/Offices that the Three-day Capacity Building Workshop for DepEd Information/ Action Officers for Regions IV-A, V and NCR will be held on March 16-18, 2016 at the National Educator's Academy of the Philippines (NEAP) NCR, 15 Cepeda St., Concepcion, Marikina City
2. Participants to the to the Capacity Building Workshop are the following:

Participant's Name	Position	Division/ Office
1. ADAO, Leylanie V.	Education Program Supervisor	Dasmariñas City
2. BALDEMORO, Felipe V.	Information Technology Officer I	San Pablo City
3. BALITA, Jun Patrick V.	Information Technology Officer I	Lipa City
4. BENSON, Roy P.	Information Technology Officer I	Antipolo City
5. CABRIGA, Kendrick C.	Information Technology Officer I	Tayabas City
6. DURUSAN, John Raymond P.	Information Technology Officer I	Rizal Province
7. FABELLA, Jason P.	Information Technology Officer I	Santa Rosa City
8. FERNANDEZ, Annaliza T.	Senior Educ. Program Specialist	Cavite City
9. GO, Galileo D.	Education Program Supervisor	Bacoor City
10. HERNANDEZ, Christian Mespher A.	Senior Educ. Program Specialist	Imus City
11. LOPEZ, Ritchel O.	Information Technology Officer I	Tanauan City
12. LOPO, Jayvee E.	Teacher I	Biñan City
13. MALABANAN, Rey Alexis L.	Information Technology Officer I	Batangas Province
14. DIQUIT, Wenifreda S.	Education Program Supervisor	Cavite Province
15. MENDOZA, Sally L.	Senior Educ. Program Specialist	Batangas City
16. PORTEZA, Wilbert B.	Information Technology Officer I	Quezon Province
17. PUNZALAN, Randy D.	Senior Educ. Program Specialist	Calamba City
18. ROGELIO, Cristina B.	Information Technology Officer I	Lucena City
19. ANGELES, Mark M.	Education Program Specialist	Laguna Province
20. AZUELO, Ariel M.	Administrative Officer V	R.O. Public Affairs Unit
21. NEGOSA, Ma. Criscel R.	Project Development Officer II	R.O. Public Affairs Unit
22. GIBAS, Ephraim L.	Computer Maintenance Tech. I	R.O. ICT Unit





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3. As stated in DepEd Memorandum dated February 12, 2016 the workshop aims to strengthen the communication and crisis management skills of the Information and Action Officers, both in the regional and division levels; familiarize the participants on the communication flow of the Public Affairs Service; strengthen the collaboration efforts and confidence level among the Information and Action Officers; and enhance their knowledge and skills to respond to issues and concerns raised by the general public.
4. Participants are expected to check-in or be at the venue by the evening of Day 0 (day before the 1<sup>st</sup> day of the workshop). Check out will be no later than 12 noon of Day 4 (day after the last day of the activity).
5. Everyone is encouraged to bring their office laptop computers for the workshop. Please also have your personal toiletries available since these may not be provided at the training venue.
6. Copy of the approved travel order shall be given to the Workshop Secretariat upon registration.
7. Expenses to the workshop and board and lodging of the participants will be charged to OSEC Funds. While the travel expenses of the training participants to and from the venue shall be charged to locals funds, subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this Memorandum is desired.

