



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



22 November 2024

**Regional Memorandum**

**COORDINATION MEETING WITH DIVISION INFORMATION OFFICERS AND CONDUCT OF INFORMATION CARAVAN**

To **Schools Division Superintendents**

1. DepEd CALABARZON through the Public Affairs Unit (PAU) will conduct a **Coordination Meeting with Division Information Officers (DIOs) and Information Caravan on December 20, 2024 from 9:00 a.m. to 4:00 p.m.** at the **Bulwagan ng Karangalan, DepEd CALABARZON Regional Office, Cainta, Rizal Province.**
2. The said activity aims to:
  - a. discuss and disseminate relevant issuances to the Division Information Officers (DIOs);
  - b. share SDO's best practices on information dissemination;
  - c. plan communication strategies for upcoming regional/ national activities related to information dissemination;
  - d. and recognize active Division personnel who have greatly contributed in the implementation of the public affairs management processes.
3. **Participants in this activity are the duly designated Division Information Officers (DIOs).**
4. The participants must confirm their attendance through this link: <https://bit.ly/4ADIOCoordination2024>.
5. Other pertinent details relative to the conduct of the said activity shall be announced through a separate issuance.
6. Food and other incidental expenses relative to this activity shall be charged against FY 2024 Program Support Funds for Advocacy and Information Campaign and Communication Expense while travel expenses shall be charged against local funds of offices of the participants. All expenses shall be subject to usual accounting and auditing rules and regulations.





**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone No.:** 02-8682-2114  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph



Certificate No. PHP QMS  
22 93 0085

7. For clarification or questions, please contact Sir Ariel Azuelo of the Public Affairs Unit through email at [pau.calabarzon@deped.gov.ph](mailto:pau.calabarzon@deped.gov.ph) or the Public Affairs Hotline at (02) 8682-2114 or 0960-609-4518.
8. For dissemination and guidance.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director *ama*

01/ORDPAU1