



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



12 December 2025

**Regional Memorandum**

No. 930 s. 2025

**UPDATING OF DIVISION INFORMATION OFFICER (DIO)  
AND DIVISION PUBLIC ASSISTANCE COORDINATOR  
(DPAC) DIRECTORY**

To **Schools Division Superintendents**

1. This Office through the Public Affairs Unit (PAU) requests all designated Division Information Officers (DIOs) and Division Public Assistance Coordinators (DPACs) to submit their designation order, contact details, and other pertinent details.
2. Schools Division Superintendents are reminded to use the following as references in designating their respective DIO and DPAC:
  - a. Regional Memorandum No. 260, s. 2023 titled Designation of Division Information Officers
  - b. Regional Memorandum No. 261, s. 2023 titled Reiteration of the Designation of Division Public Assistance Coordinators
3. The designated personnel is instructed to accomplish the following form:
  - a. For DIOs: <https://tinyurl.com/DepEd4ADIO2025>
  - b. For DPACs: <https://tinyurl.com/DepEd4ADPAC2025>
4. The requested details may be used for the following:
  - a. serve as a reference by the Regional Office and Central Office for any concerns or requests that the offices may have;
  - b. provide accurate contact information to clients or stakeholders who inquire about the appropriate office or personnel who can assist them;
  - c. serve as a reference in creating a Group Chat for all current designated personnel;
  - d. assist in the smooth, fast, and efficient dissemination of programs, projects, activities of the Region; and

- e. assist in addressing concerns and issues concerning field offices that need immediate attention or action.
- 5. For information and compliance.

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

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