



Republic of the Philippines
Department of Education

18 APR 2013

DepEd MEMORANDUM
No. **72**, s. 2013

DESIGNATION OF REGIONAL INFORMATION OFFICERS (RIOs)

To: Regional Directors

1. After completing the two-week Effective Communication Course at the Manila Times College on January 15-30, 2013, the Department of Education (DepEd) directs all the regional directors (RDs) to designate the following employees to be the regional information officers (RIOs) in their respective regions to better facilitate news and information processing from the regions to the central office (CO):

Region	Name
I	Mr. Darius C. Nieto
II	Ms. Hortencia P. Calvan
III	Ms. Michelle Mejica
IV-A	Ms. Nadina Gatón
IV-B	Ms. Sherelyn T. Laquindanum
V	Mr. Roy T. Bañas
VI	Ms. Lea Canarios Belleza
VII	Dr. Clara Rebecca Falconi
VIII	Mrs. Elena De Luna
IX	Dr. Visminda Q. Valde
X	Ms. Medarda B. Galarrita
XI	Mr. Jeniellito Atillo
XII	Ms. Luz Lalli L. Ferrer
Caraga	Dr. Isidro Biol, Jr.
Cordillera Administrative Region (CAR)	Mr. Ram Basingan
National Capital Region (NCR)	Mr. Galcoso Alburo
Autonomous Region for Muslim Mindanao (ARMM)	Mr. Mobarak Pandi

2. The RIOs will work with the Office of the Secretary through the Communications Unit (Comm Unit). The designation of RIOs is in compliance with the directive of His Excellency President Benigno S. Aquino III for government agencies to be more responsive to the needs of and transparent with the media and the public.

3. The RIOs shall have their division counterparts who will be designated as division information officer (DIO), as endorsed by the division office (DO).

4. The RIOs shall perform the following functions:

- a. cascade a similar training to their division counterparts for better coordination of information in their respective divisions;
- b. assist their RDs and act as point persons in addressing issues and concerns raised by the public and the media involving their offices;

- c. conduct local media briefings or press conferences for newsworthy events of the regional office (RO) which may include, but are not limited to, launching of national/local programs/projects and information/publicity of various programs/projects/activities (PPAs) of the region;
- d. act on requests coming from members of the media or the general public seeking information regarding DepEd's programs and projects and coordinate interviews with the proper resource person;
- e. coordinate with school paper advisers/teachers and serve as overall coordinator of the official newsletter of the RO;
- f. inform the CO of any untoward incident in their respective areas and submit a detailed report to the Comm Unit within 24 hours;
- g. provide news feeds to the Comm Unit for possible inclusion in media releases to national media. This does not preclude any contributions submitted to the Educational Information Division (EID) for printing in the Education News (EducNews);
- h. support their RDs in responding to media queries and local news issues;
- i. coordinate with the Comm Unit on official statements and reactions on existing issues; and
- j. perform as an RIO concurrent to their official duties.

5. As RIOs, they are entitled to receive a monthly communication allowance of One Thousand Pesos (P 1,000.00) for mobile phone and internet connection. Further, representation and transportation allowances (RATAs), if needed in the performance of their duties, may be charged to local funds, subject to its availability and the usual accounting and auditing rules and regulations.

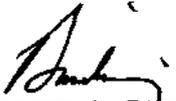
6. The RIO should be:

- a. familiar with the operations of their respective offices and be able to quickly get information on specific concerns; and
- b. able to accurately respond to concerns regarding their respective offices.

7. The RIOs shall have alternates should they be unavailable to respond to issues and concerns requested by the DepEd through the Comm Unit.

8. For more information, all concerned may contact the **Communications Unit**, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos.: (02) 631-6033 and (02) 633-2120.

9. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
 Secretary

Reference: DepEd Memorandum: No. 219, s. 2012

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

COMMUNICATION	MEDIA
EMPLOYEES	OFFICIALS