



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Avenue, Pasig, Metro Manila

January 11 1999

OFFICE OF THE SECRETARY

DECS MEMORANDUM
No 3, s 1999

**STRENGTHENING THE DECS CENTRAL AND REGIONAL
INFORMATION NETWORK**

TO Undersecretaries and Assistant Secretaries
Bureau Directors
Regional Directors

1 In view of the Department's thrust to strengthen the DECS Central and Regional Information Network, the Office of Undersecretary Victor Andres C Manhit will conduct a two-day Orientation Workshop on the Implementation of DECS Institutional Communication at the DECS Central Office on February 4-5 1999

2 The Orientation Workshop aims to reactivate and strengthen the existing Regional Information Officers (RIO) in their areas of jurisdiction whose task will include the following: network with the local media; identify key tri-media group and personalities; facilitate coordination between Regional and Central Offices; ensure that the local and national press releases are widely used and distributed to the local press; arrange media coverage for the Secretary during regional visits; disseminate information regarding the implementation of DECS programs in the local areas; and provide the Central Office with feedback on the impact of DECS programs to its clientele. and organize the Division/District/School Information Network in his/her region

3 Participants to this Orientation Workshop shall be one (1) RIO from each of the 15 DECS Regional Offices who shall be identified by the Regional Directors. The RIO must have the ability to write and must have the capability and sociability to do the tasks listed in Item No 2. Participants from the Central Office will include six (6) Media Officers from the Bureaus/Centers, the Chiefs of Division from the AVD, EID and MPPD; Information Officers from the Educational Information Division, and Staff of the Office of Undersecretary Manhit.

4 RIO participants are expected to bring along a report on the status of their Regional Information Network program and assessment of problems encountered in the Regional Information Office to be discussed during the sessions.

5 Lodging (at the RPSTA, Pasig City) meals and honoraria of speakers shall be chargeable against OSEC funds. Transportation and other incidental expenses relative to this activity shall be chargeable against local funds subject to its availability and the usual accounting and auditing rules and regulations.

6 Other inquiries may be addressed to Becca at Tel No 636-48 79 or Demu at Tel No 633 72 54

7 Immediate and wide dissemination of this Memorandum is desired

Andrew Gonzalez
ANDREW GONZALEZ FSC
Secretary

Incls

As stated

Reference

N o n e

Allotment 1—(D O 50-97)

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

✓OFFICIALS

✓WORKSHOPS

Inclosure No 1

LIST OF PARTICIPANTS

Undersecretary Victor Andres C Manhit	1
Dr Ma Lourdes V Macatangay	1
Resource Persons	3
Regional Information Officers (Regions I II III IV V VI VII VIII IX X, XI XII CAR Caraga & NCR)	15
Bureaus/ Centers /Service - Media Officers (BEE BSE BPESS BNFE NETRC SHNC & OPS)	7
Chief of Division (AVD EID & MPPD)	3
EID Information Officers Filipina Villapando Maribel Cabasal Ma Eleonor Prado Beverly Gonda Ruth Garcia	5
Office of Usec Manhit Rebecca Gutierrez Ria Pulumbart Cleah Nava	3
Technician (AV)	2
TOTAL	40

DEPARTMENT OF EDUCATION CULTURE AND SPORTS
Meralco Avenue, Pasig City

ORIENTATION WORKSHOP FOR THE REGIONAL INFORMATION OFFICERS
BNFE Conference Room Mabini Bldg
February 4 5, 1999

Program of Activities

TIME	DAY 1 February 4 1999	DAY 2 February 5 1999
8 00 9 00	Arrival and Registration of Participants/ Distribution Of Workshop Kits	/ Presentation 1 Enhancing Newswriting Capability of Information Officers
9 00 9 30	Opening Program	
9 30 10 00	Orientation Discussion of Objectives of the Workshop and Expected Output USEC VICTOR ANDRES MANHIT	Open Forum
10 00 10 30	B r e a k	Break
10 30 12 00	Report on the Status of each Regional Information Office (15 RIOs)	/ Presentation 2 Exploring Alternative Channels of Communication
12 00 1 00	L U N C H B R E A K	
1 00 3 00	Continuation of the Report of RIOs	/ Presentation 3 Strengthening Public Relations And Communication Network At the Local Level
3 00-4 00	Assessment of Common Experiences Problems of Regional Information Office	Discussion of DECS Institutional Communication Program and Regional Plan of Action USEC VICTOR ANDRES MANHIT
4 00 5 00	Open Forum	Closing Program

