



**Tanggapan ng Kalihim**  
*Office of the Secretary*

MAY 10 2005

DECS MEMORANDUM  
No. **145**s. 2005

**TRAINING-WORKSHOP FOR CENTRAL, REGIONAL AND DIVISION  
INFORMATION/COMMUNICATIONS OFFICERS**

To : Undersecretaries  
Bureau Directors/Centers  
Head/Chief of Divisions/Units  
Regional Directors  
Schools Division Superintendents

1. The Communications Unit under the Office of the Secretary, in collaboration with the Educational Information Division (EID), will conduct a Training-Workshop for all Bureau/Center/Division/Units, Regional and Division Information and Communications Officers.
2. The workshop will be conducted on May 18-20, 2005 at the Cebu Grand Hotel, Cebu City.
3. This training-workshop will be conducted in line with the urgent need for a more proactive communications network of the Department, and to ensure the effective information dissemination and communication of the Schools First Initiative.
4. The objectives of the Training-Workshop are as follows:
  - 4.1 To orient and discuss the Department's new Communications Program, including communications efforts on the Schools First Initiative, with all Information and Communications Officers of Regions and Divisions.
  - 4.2 To organize a proactive communications network among all Information and Communications Officers that will provide easy information exchange among Divisions, Regions and the Central Office.

- 4.3 To enhance the capability, the appreciation of roles, and familiarization of tasks, of Information and Communications Officers in the Schools First Initiative.
- 4.4 To outline region-specific as well as division-specific communications plans for SY 2005-2006; and
- 4.5 Intensify media linkages at the local level.

5. Participants to this training-workshop shall include the Regional Information /Media Officers from the 17 Regions, one Division Information /Media Officer representing each of the 186 schools divisions nationwide, and Twenty-two (24) Information Officers from the Central Office. Also included in the training-workshop are the members of the management committee and secretariat, facilitators, disbursing officers and lecturers/speakers listed in Enclosure A.

6. In view of this, Bureau/Center Directors, Heads of Division/Units, Regional Directors and Schools Division Superintendents are directed to designate an Information and Communications Officer in their respective bureau/center/region/division offices. These officers shall serve as media liaison and should have basic competencies in writing, research, public speaking, design, information technology and events management.

7. All transportation expenses, of participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations. Board and lodging of all participants for three (3) days and three (3) nights shall be shouldered by the DepED Central Office, **starting dinner on May 17 until lunch on May 20 (for those arriving on May 17), OR starting breakfast on May 18 until dinner on May 20 (for those arriving on May 18).**

8. For particulars and confirmation of attendance, please call Maribel and/or Cherry at telephone nos. (632) 6337254, (632) 6341169 (telefax). The attached confirmation slip (Enclosure D) should be submitted on or before May 10, 2005 through fax or email: [cherry.worob@deped.gov.ph](mailto:cherry.worob@deped.gov.ph)

9. Immediate dissemination of this memorandum is desired.



**FLORENCIO B. ABAD**

Secretary

Encls.: As stated

Reference: None

Allotment: 1—(D.O. 1-97)

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

MEDIA  
OFFICIALS

TRAINING PROGRAMS  
WORKSHOPS

**(Enclosure A to DepED Memorandum No. 145, s. 2005)**

**MANAGEMENT COMMITTEE AND SECRETARIAT**

Communications Unit (specific dates to follow)

1. Pia Faustino
2. Ivy Tolentino
3. Tin Lucero
4. Gino Camilon
5. Michael Camacho

Educational Information Division

1. Demetria L. Manuel
2. Maribel P. Cabasal
3. Florelyn B. Morada
4. Alice A. Manapat
5. Lorena Sarmiento
6. Lemuel Valles
7. Lawrence Cruz
8. Ma. Antoinette I. Montemayor
9. Ruth Garcia
10. Catherine C. Yumping

Audio Visual Division

1. Bryan Mojica
2. Jason del Rosario

Disbursing & Accounting

1. Accounting Staff
2. Cash Division

Lecturers/ Speakers /Facilitators

1. Professor Henry Tenedero
2. Mr. Christian Canlas
3. Mr. Nathan Sotto
4. Mr. Carlos Valarao (Consultant)
5. Dr. Mario Taguiwalo (Consultant) - tentative
6. Mr. Angelico Mercader

(Enclosure B to DepED Memorandum No. 145, s. 2005)

**TRAINING-WORKSHOP FOR DIVISION & REGIONAL INFORMATION /  
COMMUNICATIONS OFFICERS**

<b>Cebu Grand Hotel Cebu City</b>	
<b>REGION/Office</b>	<b>NO. OF PARTICIPANTS</b>
I	12
II	6
III	17
IV-A	14
IV-B	7
V	13
VI	17
VII	15
VIII	10
IX	9
X	12
XI	9
XII	9
XIII	8
ARMM	7
CAR	7
NCR	14
Regional Info Officers	17
Central Office Info Officers	24
Secretariat/speakers	22
<b>TOTAL</b>	<b>249</b>

**(Enclosure C to DepED Memorandum No. 145, s. 2005)**

**LIST OF INFORMATION/ COMMUNICATION OFFICERS  
OF DEPED CENTRAL OFFICE**

1. Special Events
2. MPPD
3. ETU
4. BSE
5. BEE
6. BALS
7. HNC
8. NETRC
9. CSCA
10. Planning & Programming
11. Research & Stat
12. IMCS
13. TEEP
14. SEDIP
15. Personel
16. NEAP
17. Office of USEC Luz
18. Office of USEC Hidalgo
19. Office of USEC Gascon
20. Office of USEC Boransing
21. Office of USEC Bacani
22. Special Concerns
23. PFSED
24. PS

**(Enclosure D to DepED Memorandum No. 145, s. 2005)**

**CONFIRMATION SLIP**

NAME	
DESIGNATION	
OFFICE	
ADDRESS	
ANY FOOD PREFERENCE/ DIETARY REQUIREMENTS:	