REGионаl MemoRandum
No. 350, s. 2021

DESIGNATION OF SCHOOL INFORMATION COORDINATORS

To: Schools Division Superintendents
Attn: Division Information Officers

1. DepEd Memorandum No. 17 was released designating a School Information Coordinator (SIC) in every elementary, secondary, and senior high school nationwide as counterpart of the Division and Regional Information Officers.

2. SICs play an important role in ensuring that communications convergence is coordinated and strengthened from the schools to the national level.

3. The responsibilities and eligibility of the designated SICs are included in the said Memo.

4. Please submit the consolidated list of SICs from your respective divisions to the Public Affairs Unit through their email: pau.region1@deped.gov.ph on or before May 7, 2021.

5. For the information and compliance of the concerned.

TOLENTINO G. AQUINO
Director IV

Encl: As stated
Reference: DepEd Memo 017 s.2021
To be indicated in the Perpetual Index
Under the following subjects:

MEDIA COMMUNICATIONS

ORD-PAU/jds/RM_DesignationofSchoolInfoCoordinators
April 21, 2021

DepEd Region 1: Built on character; empowered by competence.
DepEd MEMORANDUM
No. 017 s. 2021

DESIGNATION OF SCHOOL INFORMATION COORDINATORS

To: Regional Directors
   Schools Division Superintendents
   Public Elementary and Secondary School Heads
   All Others Concerned

1. The Department of Education (DepEd) issues this DepEd Memorandum titled **Designation of School Information Coordinators (SICs)**. An SIC shall be designated in every public elementary, secondary, and senior high school nationwide as counterparts of the Division and Regional Information Officers.

2. The Department fully recognizes the importance of SICs in ensuring that communications convergence are coordinated and strengthened from the schools to the national level.

3. The designated SICs shall be tasked to:
   a. Assist and act as focal persons in verifying and addressing issues and concerns raised by the public and the media involving their school or area;
   b. Facilitate the conduct of verification of information based on protocols, data privacy, integrity and confidentiality;
   c. Facilitate the communication of any untoward incidents in their respective areas, and submit a detailed report within 24 hours to DepEd Central Office (CO) Public Affairs Service (PAS) copy furnished their respective regional and schools division offices;
   d. Provide updates to the schools division, region or CO that may be referred to in media releases to national media;
   e. Support their respective schools, schools division, and regional offices in responding to media queries on local issues;
   f. Coordinate with the schools division, regional or CO to request for official statements on existing issues;
   g. Perform duties and responsibilities related to DepEd Public Affairs programs, projects, and activities; and
   h. Perform other tasks related to the efficient communication, documentation and dissemination of information to DepEd CO and vice versa.

4. The designated SICs should be:
   a. Holding a teaching or non-teaching position in the school;
   b. At least two or three years employed in DepEd;
   c. Able to communicate and write well, and have good public relations skills; and
   d. Able to respond to issues and concerns requested by the schools division, regional, or the Central Office.
5. The designation of a teacher to perform as School Information Coordinator shall be recommended by the school head to the Schools Division Superintendent (SDS) for approval.

6. The SDS, through the Division Information Officer, is requested to submit the enclosed form with the name of the designated School Information Coordinator to the Regional Information Officer, copy furnished the DepEd Public Affairs Service through email at pas.od@deped.gov.ph not later than May 15, 2021.

7. Immediate and wide dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

References:
DepEd Order No. 99, s. 2010
DepEd Memorandum Nos.: 145, s. 2005; 219, s. 2012; and 72, s. 2013)

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

BUREAUS AND OFFICES
OFFICIALS
MEDIA
POLICY
PROGRAMS
PROJECTS
SERVICE
TEACHERS

JDMC/SMMA/APA/MPC, DM Designation of School Information Coordinators
0059 – February 24/March 22, 2021
Designation of School Information Coordinator (SIC)

Name: __________________________________________

Position: ________________________________________

School and District: ________________________________

Contact details (mobile, email, FB account):

________________________________________________

SIGNATURE:

RECOMMENDED by Principal or School Head:

APPROVED by PSDS or SDS

Note: Please send this Form to Division Information Officers for consolidation. The DIOs will send the consolidated list of SICs to regional office. The RIOs will send the consolidated list of SICs to PAS, Central Office (pas.od@deped.gov.ph) following this format:

REGION 1 SCHOOL INFORMATION COORDINATORS

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>District</th>
<th>Contact Details (email, mobile, landline, fb account, etc.)</th>
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