



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM
 No. 285, s. 2025

**CAPACITY BUILDING FOR THE REGIONAL INFORMATION OFFICERS (RIOs)
 AND DIVISION INFORMATION OFFICERS AND ALTERNATES**

To: Schools Division Superintendents

1. In line with its earnest desire to upskill information officers, the DepEd Regional Office I, through the Public Affairs Unit (PAU) will conduct a three-day Capacity Building for the Regional Information Officers (RIOs) and Division Information Officers (DIOs) and Alternates at the National Educators Academy of the Philippines (NEAP) Region I, San Vicente, San Fernando City, La Union on March 5 – 7, 2025.
2. The program aims to capacitate RIOs, DIOs, and Alternate DIOs on the various programs, projects, and activities implemented by the DepEd Regional and Division Offices.
3. In this regard, please be guided by the following:
 - a. All the PAU personnel and two (2) DIOs from each schools division office (DIO and Alternate) are invited to attend the capacity building.
 - b. Travel expenses shall be charged to respective local funds, subject to the usual accounting and auditing rules and regulations.
 - c. The check-in time starts at 4:00PM on March 4 (Tuesday) and check out is at 2:00PM on March 7 (Friday).
 - d. The first meal is Dinner on March 4 and last meal is PM Snack on March 7.

All the participants may confirm their attendance on or before February 28, 2025 through the following link:

<https://docs.google.com/spreadsheets/d/15Jv8Twi4ha1LEltdU5eetju8UP7MHq0wGlGpP5WEEQ/edit?usp=sharing>

You may contact **Mr. Cesar S. Buksit** of the PAU via landline (072) 682-23-24 local 106 or via mobile phone at 0916-785-9842 for clarifications.

4. This Memorandum serves as the participants' Official Authority to Travel.
5. For information and guidance.

TOLENTINO G. AQUINO
 Regional Director



ORD PAU/csb/RM_Capacity Building of RIOs, DIOs, and Alternates
 February 11, 2025



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