



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 164, s. 2022

MAY 13 2022

**DESIGNATION OF SCHOOL INFORMATION COORDINATORS**

To: OIC - Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 017, s. 2021 titled "**Designation of School Information Coordinators (SICs)**", the field is hereby informed to designate a qualified school personnel to function as School Information Coordinator (SIC) who shall serve as counterpart of the Division Information Officer (DIO).
2. Anent this, school heads are instructed to recommend SIC of their respective schools by filling out the online form on or before May 16, 2022 and by attaching thereto a scanned copy of the accomplished Designation of School Information Coordinator (SIC) and 2x2 ID picture.
3. The online form may be accessed through the link: <https://bit.ly/SICsProfile2022>.
4. With the goal to ensure that communications convergence is coordinated and strengthened from the schools to the national level, the designated SICs shall be tasked to perform relevant functions, to wit:
  - 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 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 Central Office 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 Central Office 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 Central Office and vice versa.





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5. In addition, 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.
  
6. 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.
  
7. Enclosed to this Memorandum is the Designation of School Information Coordinator (SIC) Form and the copy of DepEd Memorandum No. 017, s. 2021.
  
8. Immediate dissemination of and compliance with this Memorandum are desired.

**NICASIO S. FRIO, CESO VI**  
*Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent*

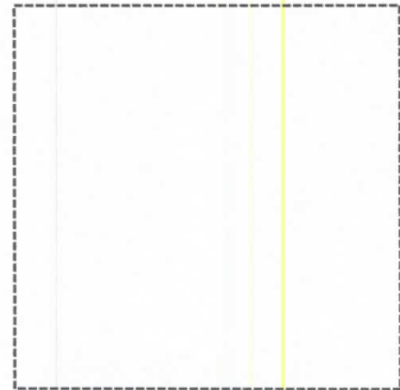




Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
**SCHOOLS DIVISION OF KABANKALAN CITY**

(Enclosure to DepEd Memorandum No. 164, s. 2022)

**Designation of School Information Coordinator (SIC)**



Name: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

District: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

FB Account: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RECOMMENDED by: \_\_\_\_\_  
Name and Signature of School Head/Principal

NOTED: \_\_\_\_\_  
Name and Signature of PSDS

APPROVED: \_\_\_\_\_  
**NICASIO S. FRIO, CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-in-Charge*  
*Office of the Schools Division Superintendent*





Republic of the Philippines  
**Department of Education**

05 APR 2021

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](mailto: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)



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DEPED-OSEC-418497

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

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OFFICIALS  
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TEACHERS

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

(Enclosure to DepEd Memorandum No. **017**, s. 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  
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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](mailto:pas.od@deped.gov.ph)) following this format:

**REGION 1 SCHOOL INFORMATION COORDINATORS**

Name	School	District	Contact Details (email, mobile, landline, fb account, etc.)
1.			
2.			
3.			