

Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 www.depednegor.net

June 27, 2018

TRAVEL ORDER
 No. 790 s, 2018

RECEIVED
 NO: 018.1709
 DATE: 02 JUL 2018
 BY: [Signature]
 RECORDS SECTION

TO : **JENITH CORPIS CABAJON**
 Division Information Officer

OFFICE : SGOD, Division of Negros Oriental

PURPOSE : To attend the **Capacity Building Seminar-Workshop for Regional and Division Information Officers (Visayas Cluster)**

DATE OF TRAVEL : July 16-20, 2018

VENUE : To be announced

ALLOWED/ CHARGED TO: (**Division MOOE**/Local funds subject to the usual accounting and auditing rules and regulations)

 X : Registration/ Transportation and other incidental expenses
 : Transportation
 : Per Diems
 X : Transportation/Per Diem & other incidental expenses

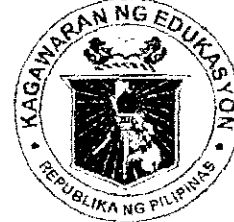
WILFREDA D. BONGALOS, Ph. D. CESO V
 Schools Division Superintendent

[Handwritten Signature]
 6/29/18

MA'AM JING



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



D: 6/20/18


JUN 20 2018

REGIONAL MEMORANDUM
No. 7447, s. 2018

Corrigendum to Regional Memorandum No. 380, s. 2018 RE: Capacity Building Seminar-
Workshop for Regional and Division Information Officers

TO: All Schools Division Superintendents/OICs
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of DepEd Memorandum No. OM-OAGA-2018-0087, regarding the *postponement* on the conduct of the **Capacity Building Seminar-Workshop for Regional and Division Information Officers** for the Visayas Cluster from June 25-29, 2018 to July 16-20, 2018 at a venue to be announced later.
2. Attention is invited to page 2 under paragraph 4 of the said Memorandum, relative to the details of the said activity for the Visayas Cluster.
3. A copy of the said Memorandum is herewith attached for further reference.
4. Immediate dissemination of this Memorandum is enjoined.


JULIET A. JERUTA, Ph.D., CESO IV
Director III
OIC-Regional Director

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433, 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5259
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326, 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“ EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”



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**Assistant Secretary for Public Affairs Service
and Alternative Learning System**

MEMORANDUM

OM - OAGA - 2018 -00 87

TO : Regional Directors
Schools Division Superintendents

From : 
G.H. S. AMBAT, *AS*
Assistant Secretary for Public Affairs Service and ALS

Subject : CAPACITY BUILDING SEMINAR-WORKSHOP FOR REGIONAL AND
DIVISION INFORMATION OFFICERS

Date : June 13, 2018

1. Per Memorandum Order, each region will send two (2) regional information officers (RIOs) and one (1) division information officer (DIO) per division to the **Capacity Building Seminar-Workshop for Regional and Division Information Officers (RIOs/DIOs)**.
2. The Seminar-workshop aims to:
 - a. improve the participants' skills in and appreciation of content development media and public relations;
 - b. enable them avert and manage communication crises
 - c. enhance capacity as regional information officers (RIOs) and division information officers (DIOs), specifically in providing efficient communication and technical assistance to DepEd officials and stakeholders.
3. The topics to be discussed include the following:
 - a. The art of media and public relations
 - b. Communication plan development
 - c. Crisis management
 - d. Social media (content planning and development, etiquette)
 - e. Handling fake news and misinformation
 - f. Basic photography
4. Other details of the activity:

Mindanao Cluster

Date : June 18-22, 2018

Venue : Grand Menseng Hotel, Davao City, Davao

- Arrival of Participants: Day 1 – June 18, 2018 – First Meal (Lunch)
- Departure of Participants: Day 5 – June 22, 2018 1:00pm –Last meal (Lunch)
- Minimum No. of Pax: 90
- Conference Rooms: 2
- Complete meal: Guided buffet for Breakfast, Lunch, Dinner (with 3 viands, soup, and dessert), 2 snacks and free flowing coffee or tea.
- Room Type: 4pax/room (single bed)
- Other requirements: Well lighted conducive for workshop, dedicated and good WiFi connection, screen and LCD projector, extension wires, and microphones and sound system

Luzon Cluster

Batch 1 : Regions I, II, and CAR(July 2-4, 2018)

Batch 2: Regions III, V, and NCR(July 4-6, 2018)

Venue : Widus Hotel, Clark Freeport Zone, Pampanga

Batch 1

- Arrival of Participants: Day 1 – July 2, 2018 – First Meal (Lunch)
- Departure of Participants: Day 3 – July 4, 2018 1:00pm –Last meal (Lunch)
- Minimum No. of Pax: ____
- Conference Rooms: ____
- Complete meal: Guided buffet for Breakfast, Lunch, Dinner (with 3 viands, soup, and dessert), 2 snacks and free flowing coffee or tea.
- Room Type: __pax/room (single bed)
- Other requirements: Well lighted conducive for workshop, dedicated and good WiFi connection, screen and LCD projector, extension wires, and microphones and sound

Batch 2

- Arrival of Participants: Day 1 – July 4, 2018 – First Meal (Lunch)
- Departure of Participants: Day 3 – July 6, 2018 1:00pm –Last meal (Lunch)
- Minimum No. of Pax: ____
- Conference Rooms: ____
- Complete meal: Guided buffet for Breakfast, Lunch, Dinner (with 3 viands, soup, and dessert), 2 snacks and free flowing coffee or tea.
- Room Type: __pax/room (single bed)
- Other requirements: Well lighted conducive for workshop, dedicated and good WiFi connection, screen and LCD projector, extension wires, and microphones and sound

Visayas Cluster

Date : July 16-20, 2018

Venue : within Cebu City

- Arrival of Participants: Day 1 – July 16, 2018 – First Meal (Lunch)
- Departure of Participants: Day 5 – July 20, 2018 1:00pm –Last meal (Lunch)
- Minimum No. of Pax: 104
- Conference Rooms: ____
- Complete meal: Guided buffet for Breakfast, Lunch, Dinner (with 3 viands, soup, and dessert), 2 snacks and free flowing coffee or tea.
- Room Type: __pax/room (single bed)
- Other requirements: Well lighted conducive for workshop, dedicated and good WiFi connection, screen and LCD projector, extension wires, and microphones and sound system

5. The participants are advised to take the most economical means of transportation. They are requested to bring their own laptops and extension cords for use during the workshop.



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**Assistant Secretary for Public Affairs Service
and Alternative Learning System**

6. Check-in and check-out schedule:

Cluster	Check-in	Check-out
Mindanao	June 18, 2018 (First meal - Lunch)	June 22, 2018 (Last meal - Lunch)
Luzon		
Batch 1	July 2, 2018 (First meal - Lunch)	July 4, 2018 (Last meal - Lunch)
Batch 2	July 4, 2018 (First meal - Lunch)	July 6, 2018 (Last meal - Lunch)
Visayas	July 16 (First meal - Lunch)	July 20, 2018 (Last meal - Lunch)

7. Travel and other incidental expenses of the participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
8. For any query and clarification, please contact Ms. Ma. Antonette Vasquez-Villamero or Ms. Malou Zamora at telephone nos. (02) 631-6033; (02) 633-2120; and (02) 633-7254 or through email address at pas.cd@deped.gov.ph.