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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
Regional Office No. 02 (Cagayan Valley)  
Regional Government Center, Carig Sur, Tuguegarao City, 3500



MEMORANDUM

To : Schools Division Superintendents  
All Others Concerned

From : ESTELA L. CARINO, EdD., CESO IV  
Director IV/Regional Director

Date : November 6, 2019

Subject : CAPACITY BUILDING AND WORKSHOP CONFERENCE WITH  
DIVISION INFORMATION OFFICERS (DIOs) and DESIGNATED  
ALTERNATE DIOs CUM PRESS CONFERENCE

The Department of Education Regional Office No. 02 through the Public Affairs Unit (PAU) announces the conduct of a Capacity Building and Workshop Conference with Division Information Officers (DIOs) and Designated DIO Alternates to be held in Tuguegarao City on November 27-29, 2019. The specific venue shall be announced later.

The participants to this activity are the Division Information Officers, Designated Alternate Division Information Officers, PAU Staff, the Chief of the Communications Division of the Central Office and some media partners and external resource speakers. The following are also requested to attend to serve as Resource Person/Facilitators:

NAME	TOPIC TO DISCUSS
1. <b>GLENDIA I. PIRA</b> Principal I, Alibabad NHS, SDO Isabela	DepEd Manual of Style
2. <b>MERLIE M. BINAY-AN, EdD</b> Master Teacher II Dupax Del Norte NHS, SDO Nueva Vizcaya	DepEd Service Marks and Visual Identity Manual
3. <b>DAISY M. DORAL</b> Master Teacher II SDO Quirino	DepEd Manual of Style
4. <b>MR. JAMES PAMITTAN</b>	Kindergarten and IP Education

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Education Program Supervisor, CLMD, Regional Office	
5. <b>MR. RODERICK GUINUCAY</b> Education Program Supervisor, CLMD, Regional Office	Alternative Learning System
6. <b>ATTY. RONADETTE QUINTOS</b> Legal Officer III, Regional Office	Child Protection Policy and No Collection Policy
7. <b>ATTY. JOSE MARIO MACARILAY</b> Chief Administrative Officer Administrative Division, Regional Office	Code of Conduct and Ethical Standards for Public Officials and Employees

Participants are expected to arrive on November 27, 2019. The Opening Program shall promptly start at 1 o'clock in the afternoon. The first meal to be served is lunch on Day 1, November 27, 2019 and the last meal is lunch on Day 3, November 19, 2019.

Travel and other allowable expenses of the participants/facilitators/resource persons are chargeable against local funds subject to the usual accounting and auditing policies, rules and regulations.

Attached are the slots/list of participants . Wide dissemination of this Memorandum to all concerned is earnestly enjoined.

ORD/PAU/ama



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