



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

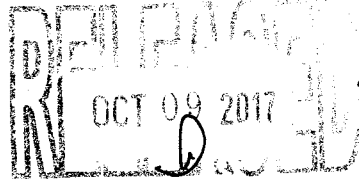
Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



October 6, 2017

**REGIONAL MEMORANDUM**

No. 295.2017



DEPED-CAR Time: \_\_\_\_\_

**Training- Workshop on Information Dissemination Processes cum Orientation  
Review on DepEd Programs, Projects and Activities**

**To: Schools Division Superintendents  
Division Information Officers  
Division School Paper Adviser's Association  
All Others Concerned**

1. The Public Affairs Unit of this Region will be conducting a Training- Workshop on Information Dissemination Processes cum Orientation Review on DepEd Programs, Projects and Activities on October 11-13, 2017 at Brentwood Apartelle, Brentwood Village, Baguio City.
2. The activity aims to identify the roles and responsibilities of designated information officers and Division School Paper Adviser's Associations in the establishment of a communication system; draft a communication protocol to ensure smooth flow of communication from the field to the Regional Office and vice versa; grasp the importance of journalistic writing in ensuring comprehensive publications and other forms of information tools and media; and orient the participants on the different Programs, Projects and Activities of the Department.
3. Participants to the activity are the following:

Participants	Number
Regional Director	1
Public Affairs Unit	3
ICT Unit	1
HRDD	1
Speakers DepEd and non DepEd personnel	13
Officer/Member of Division School Paper Advisers' Associations (1 per SDO)	8
Designated Information Officers from SDOs	8

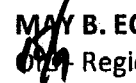
4. Accommodation and meals will be provided by the Regional Office. The first meal to be served shall be AM snacks of Oct. 11, 2017 and last meal shall be dinner on October 13, 2017. Check in shall be on Oct. 11, 2017 and check out on October 13, 2017. Travel expenses and other meals not covered during the training-workshop shall be charged against local funds subject to the usual accounting and auditing rules and regulation. Participants shall bring with them their laptops, digital cameras and division publications/newsletters.

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

5. Attached is the program of activities for reference.

6. For the information, guidance and compliance of all concerned.

  
MAY B. ECLAR, Ph.D., CESOV  
Regional Director

**SCHEDULE OF ACTIVITIES**

<b>TIME</b>	<b>October 11, 2017</b>	<b>PERSON RESPONSIBLE/SPEAKER</b>
8:00 – 9:00	<b>Arrival and Registration</b>	Secretariat
9:00 – 9:30	Opening Program/Preliminaries <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• Introduction of Participants</li> <li>• Welcome Message</li> <li>• Setting of Goals</li> </ul>	Secretariat
9:30 – 10:00	Plenary <ul style="list-style-type: none"> <li>• DepEd Strategic Directions</li> <li>• Rationale and Background of the Activity</li> </ul>	PAU
10:00 – 12:00	K to 12 Updates <ul style="list-style-type: none"> <li>• Senior High School Program</li> <li>• Alternative Learning System</li> <li>• Understanding SPED and IP Education</li> </ul>	CLMD
12:00 – 1:00	<b>Lunch Break</b>	
1:00-2:00	DepEd Policies related to: <ul style="list-style-type: none"> <li>• Private Schools;</li> <li>• Philippine Educational Placement Test, Philippine Validating Test, Accreditation and Equivalency test</li> </ul>	QAD
2:00 – 3:00	DepEd Policies related to: <ul style="list-style-type: none"> <li>• Basic Education Research Fund</li> </ul>	PPRD
3:00 – 5:00	Legal Matters (Child Protection Policy, Disciplinary Processes, CICL and CAR, change of Name, School uniforms, No Collection Policy, school titling and others)	LEGAL UNIT
5:30 – 6:30	<b>Dinner</b>	
<b>TIME</b>	<b>October 12, 2017</b>	<b>PERSON RESPONSIBLE/SPEAKER</b>
7:00 – 8:00	<b>Breakfast</b>	
8:00 – 8:30	Recap or MOL	
8:30 – 10:30	Journalism Ethics (New Media, Fake News, Etc.)	Baguio Correspondents and Broadcasters Club (BCBC)
10:30 – 12:00	Photojournalism	BCBC
12:00 – 1:00	<b>Lunch Break</b>	
1:00 – 2:00	Advance Course on News Writing	BCBC
2:00 – 3:00	Workshop on News Writing	BCBC
3:00 - 4:00	Writing Powerful Features	BCBC

4:00 – 5:00	Workshop on Feature Writing	BCBC
5:00 – 6:00	Open Forum	PAU
6:00 – 7:00	<i>Dinner</i>	

<b>TIME</b>	<b>October 13, 2017</b>	<b>PERSON RESPONSIBLE/SPEAKER</b>
7:00 – 8:00	<i>Breakfast</i>	
8:00 – 8:15	Recap or MOL	
8:15 - 9:15	Partnership and Linkages (Sharing of Best Practices)	Jan Nowel Peña, SEPS, SDO Abra
9:15 – 10:15	New Media Applications (Social Media)	PIA
10:15 – 11:15	Media-Info Officer Relations	PIA
11:15 – 12:15	Press Statement vs. Press Release	PAU/BCBC
12:15 – 1:15	<i>Lunch Break</i>	
1:15 – 4:30	Drafting of an information flow/process	PAU
4:30 – 5:00	Closing Program	
6:00 – 7:00	<i>Dinner/ Departure</i>	

**\*NOTE: WORKING BREAK**