



Republic of the Philippines
Department of Education
Region X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

13 MAY 2026

DIVISION MEMORANDUM

No. 456 s. 2026

DESIGNATION OF SCHOOL INFORMATION COORDINATORS

To: Asst. Schools Division Superintendent
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
This Division

1. In reference to DepEd Memorandum 17, series of 2021, this Division hereby enjoins all School Heads to designate qualified teaching or non-teaching personnel who shall serve as the **School Information Coordinator** of their respective schools. This aims to strengthen communication convergence and ensure coordinated dissemination of verified, timely, and accurate information from the school level to the Division, Regional, and Central Offices.

2. The designated School Information Coordinator shall perform the following roles and responsibilities:

- Verify and address school-related issues and concerns;
- Ensure proper information verification following data privacy and confidentiality protocols;
- Assist in responding to media and public inquiries;
- Coordinate requests for official statements and reports;
- Communicate untoward incidents and important updates to concerned offices;
- Support DepEd Public Affairs programs and information dissemination efforts;
- Assist in the documentation and timely release of accurate school information.

3. In line with this, all School Heads are directed to accomplish the official directory form for School Information Coordinators **on or before May 29, 2026**, through this link/QR code: <https://forms.cloud.microsoft/r/xxuknnNZND>



4. Any changes or updates after the above-mentioned deadline in the directory of School Information Coordinators shall be coordinated with the Division Information Officer, Loredelle L. Tacandong, by completing the enclosed endorsement form and uploading the same to the following drive:

<https://tinyurl.com/SDOCDO-SICdirectory>

5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

6. For compliance and wide dissemination.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: Designation Form of School Information Coordinator

Reference: DepEd Memo No. 017, s. 2021

To be indicated in the Perpetual Index

under the following subjects:

MEDIA SERVICE
POLICY TEACHERS

DM002a-SGOD-YF-LLT / designation of school information coordinators
May 13, 2026

(Enclosure to Division Memorandum No. _____ s. 2026)

Designation of School Information Coordinator

Name: _____

Position: _____

District: _____

School: _____

Contact Number: _____

DepEd E-mail Address: _____

Facebook Name: _____

Facebook Account Link: _____

Signature over Printed Name of School Information Coordinator:

Recommended by School Head (Signature over Printed Name)



Republic of the Philippines
Department of Education

05 APR 2021

DepEd MEMORANDUM

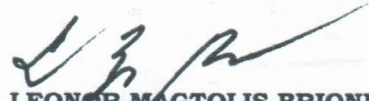
No. **017** s. 2021

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 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)

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

BUREAUS AND OFFICES
OFFICIALS
MEDIA
POLICY
PROGRAMS
PROJECTS
SERVICE
TEACHERS



To authenticate this document,
please scan the QR code



DEPED-OSEC-418497

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

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) following this format:

REGION 1 SCHOOL INFORMATION COORDINATORS

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