

Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

DIVISION MEMORANDUM
ADM-2025- 007

To: **JAY V. GONZALES**
Education Program Supervisor

From: **ALFREDO B. GUMARU JR. EdD, CESO V**
Schools Division Superintendent

Date: February 10, 2025

Subject: **DESIGNATION AS DIVISION INFORMATION OFFICER**

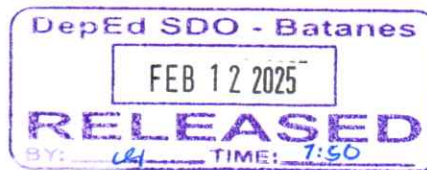
1. In the exigency of the service and in addition to your function as Education Program Supervisor for Araling Panlipunan, you are hereby designated as the **Division Information Officer** effective immediately until revoked/rescinded by the undersigned.

2. This designation carries with it the authority and responsibilities stated below but without additional remuneration:

- Perform duties and responsibilities in connection with DepEd Public Affairs programs, projects, and activities
- Act as focal person in verifying and addressing issues and concerns raised by the public and the media involving DepEd SDO
- Facilitate the communication of any untoward incidents in their respective areas, and submit detailed report within 24 hours to the SDO management, RO/CO
- Coordinate with the SDO, RO or CO to request for official statements on existing issues
- Perform other tasks related to the efficient communication, documentation and dissemination of information within the schools Division office to the RO and CO

3. For your information and guidance.

OSDS/abgj/ebe



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