



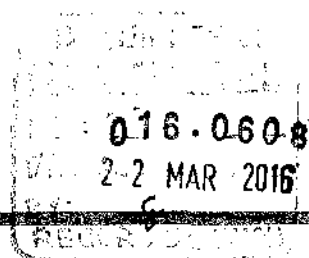
SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180



March 21, 2016

TRAVEL ORDER

NO. 133, s. 2016

TO : **MRS. KARLA C. PANESA**
EPS, Social Mobilization and Networking

OFFICE : SGOD, Division Office, Division of Negros Oriental


PURPOSE : To attend the Capability Building Workshop For DepEd
Information/Action Officers

DATE OF TRAVEL : March 29-31, 2016

VENUE/PLACE : DepEd ECOTECH Center, Lahug, Cebu City

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

☒ X : Registration/Transportation and other expenses
☐ : Transportation
☒ X : Per Diems
☐ : On official time/business only
☐ : Charged to local funds
☐ : Transportation/per diem & other incidental expenses


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



RELEASE

CONTROL No. 209
RELEASED BY: CHO
DATE RELEASED: 3-8-16

March 7, 2016

REGIONAL MEMORANDUM

Io. 40 s. 2016

**CAPABILITY BUILDING WORKSHOP FOR DEPED
INFORMATION/ACTION OFFICERS**

All Schools Division Superintendents

1. For the information and guidance of all concerned, attached is a memorandum received from the Central Office dated February 12, 2016 regarding its Capability Building Workshop from DepEd Information/Action Officers on March 29-31, 2016 for Negros Island Region at DepEd-Ecotech Center Cebu City.
2. Please be guided with D.O. 52, series of 2015 in the designation of Division Information Officers/Action Officers.
3. For more details of the said workshop, please refer to the attached memorandum and other related documents.
4. For information, compliance and guidance.

For and in behalf of the Regional Director,

ADOLLE B. AGUILAR

Lead Coordinator, Education Support Services Division
Officer-in-Charge

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

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Republic of the Philippines
Department of Education



Department of Education
Region VII, Central Visayas

RD2016-507
02-Mar-16

Tanggapan ng Kalihim
Office of the Secretary

MEMORANDUM

FOR : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL REGION AND DIVISION INFORMATION/ ACTION OFFICERS

FROM : RIZALINO JOSE T. ROSALES *ms*
OIC - Director IV, Public Affairs Service *ms*

SUBJECT : Venues for the Capability Building Workshop for DepEd Information/ Action Officers

DATE : February 29, 2016

This is to respectfully inform the Region and Division Participants of the venues of the Four-cluster, Three-day Capability Building Workshop for the DepEd Information/ Action Officers on the following clusters:

CLUSTER	DATE	VENUE
1	March 16-18, 2016	National Educator's Academy of the Philippines (NEAP), 15 Cepeda St., Concepcion, Marikina
2	March 29-31, 2016	DepEd- ECOTECH, Ecotech Road, Cebu City
3	March 2-4, 2016	RELIC Dormitory and Seminar Center, E. Quirino Avenue, Davao City
4	March 9-11, 2016	National Educator's Academy of the Philippines (NEAP), 15 Cepeda St., Concepcion, Marikina

Participants are expected to check in or be at the venue by the evening of Day 0 (day before the 1st day of the workshop). Everyone is encouraged to bring their office laptop computers for the workshop. Please also have your personal toiletries available since these may not be provided at the training venue. Copy of the approved travel order shall be given to the Workshop Secretariat upon registration.

For more information and/ or clarifications, please contact Mr. Ernie T. Talaro, Communications Division, Rizal Bldg. 1, DepEd Complex, Meralco Avenue, Pasig City at telephone nos.: (02) 631-6033 or (02) 633-2120 or 0926-6525282.



Republic of the Philippines
Department of Education

RD2014-607

Tanggapan ng Kalihim
Office of the Secretary

MEMORANDUM

TO : All Regional Directors
All Schools Division Superintendents

FROM : ANNA CRISTINA M. GANZON
Assistant Secretary and Chief of Staff

SUBJECT : CAPABILITY BUILDING WORKSHOP FOR DEPED
INFORMATION/ ACTION OFFICERS

DATE : February 12, 2016

1. This is to inform the Regional Directors and Schools Division Superintendents that a Three-day Capability Building Workshop for DepEd Information/ Action Officers will be held on the following dates and venues:

CLUSTER	REGION/ OFFICE		DIVISION	VENUE	DATE
1	NCR	3	16	NCR (TBA)	March 16-18, 2016
	IV-A	3	18		
	V	3	13		
	CO	18			
2	VI	3	8	CEBU (TBA)	March 29-31, 2016
	VII	3	12		
	VIII	3	13		
	IX	3	8		
	NIR	3	17		
3	X	3	14	DAVAO (TBA)	March 2-4, 2016
	XI	3	10		
	XII	3	9		
	CARAGA	3	12		
	ARMM	3	12		
4	I	3	14	NCR (TBA)	March 9-11, 2016
	II	3	9		
	III	3	20		
	CAR	3	8		
	IV-B	3	7		

2. The workshop aims to strengthen the communication and crisis management skills of the Information and Action Officers, both in the regional and division levels; familiarize the participants on the communication flow of the Public Affairs Service; strengthen the collaboration efforts and confidence level among the Information and Action Officers; and enhance their knowledge and skills to respond to issues and concerns raised by the general public.
3. Three (3) representatives/ participants from the Regional Office and one participant from each Schools Division are expected to attend.
4. Regional Directors are asked to send their Regional Information Officers (RIO) or Action Officers to attend.
5. Schools Division Superintendents are advised to send their designated/ assigned Information / Action Officer.
6. Central Office participants/ representatives shall be from the Public Affairs Service.
7. Participants and members of the training team are expected to arrive and check-in by afternoon of Day 0. Check out will be no later than 12 noon of Day 4 (day after the last day of the activity).
8. Expenses for the workshop, travel and board and lodging of the training team, and board and lodging of the participants will be charged to OSEC Funds. The travel expenses of the training participants to and from the venue shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
9. Names of the training participants and their contact details shall be submitted via email on or before the following dates to Mr. Ernie Talero of the Communications Division, (02) 6332120, ernie.talero@deped.gov.ph

CLUSTER	REGIONS	DEADLINE
Cluster 1	CO, NCR, IV-A, V	March 11, 2016
Cluster 2	VI, VII, VIII, IX, NIR	March 25, 2016
Cluster 3	X, XI, XII, CARAGA, ARMM	February 26, 2016
Cluster 4	I, II, III, CAR, IV-B	March 5, 2016

10. Attached to this Memorandum is the copy of the training program (ANNEX A), for reference.
11. Immediate dissemination of this Memorandum is desired.