



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2022- 159

TO : **MS. KARLA P. ANTONIO**, EPS II, Division Information Officer  
**MR. FELIX III D. MOSQUEDA**, Nurse II, Alternate DIO

**Through the District Supervisor/School Head**

**MR. TEOFAN GALLOSA**  
Maria Macahig Memorial HS

FROM : *Senen Priscillo P. Paulin*  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SUBJECT : **COORDINATION MEETING WITH THE DIVISION INFORMATION  
OFFICERS AND THE REGIONAL PUBLICATIONS TEAM**

DATE : April 6, 2022

1. Please be informed of your attendance to the **Coordination Meeting with the Division Information Officers and the Regional Publications Team** on **April 8, 2022** at **8:00 AM to 5:00 PM** at the **Conference Room, DepEd Regional Office VII**.
2. The Regional Communication Plan, Editorial Planning, and Collating of entries shall be discussed among others.
3. Travelling and other incident expenses incurred by the participants shall be chargeable against Divioson/School MOOE and other local funds subject to the usual accounting and auditing rules and regulations.
4. This serves as **AUTHORITY TO TRAVEL** for Division Personnel.
5. For information, guidance, and dissemination.

SPP/JMA-MKP-NLR/SGOD/REP/kpanton



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035)225-2838 / 225-0667 / 422-7644  
Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

**Office of the Regional Director**

REGIONAL MEMORANDUM

No. \_\_\_\_\_, s. 2022

**COORDINATION MEETING WITH THE DIVISION INFORMATION OFFICERS AND THE  
REGIONAL PUBLICATIONS TEAM**

To: Schools Division Superintendents/OICs  
All Division Information Officers  
All Members of the Regional Publications Team  
All Others Concerned

1. The Department of Education Regional Office VII (DepEd RO VII) will conduct a coordination meeting with the Division Information Officers and the Regional Publications Team on **April 8, 2022**, at **8:00AM-5:00PM**, in the **Conference Room of DepEd RO VII**.

2. The said coordination meeting aims to conduct the following activities:

- a. Introduction of the 2022 Regional Communications Plan;
- b. Editorial Planning for the 2022 Dan-Ag sa Buhat Newsletter;
- c. Plotting of the Editorial Calendar of Dan-Ag sa Buhat for 2022;
- d. Collating more entries for GASA Magazine 2021;
- e. Dissemination of other announcements from the Public Affairs Unit and Office of the Regional Director.

3. All Division Information Officers and members of the Regional Publications Team are hereby requested to attend the aforementioned activity. In circumstances where participants from other provinces (Negros Oriental Province, Bohol Province and Siquijor Province) cannot attend the said meeting physically, their participation shall be virtually expected via MS Teams.

4. For attendance confirmation, participants from the division office shall accomplish the attendance form enclosed in this Memorandum and send it to **ro7.pau@deped.gov.ph** on or before **April 6, 2022**. A program for the said meeting is also enclosed in this Memorandum.



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph



Telephone Nos.: (035)225-2838 / 225-0667 / 422-7644  
Email Address: negros.oriental@deped.gov.ph

5. Expenses for food shall be charged to the Regional Funds while travelling and other incidental expenses of the participants shall be charged to their Local Funds/Division or School MOOE, subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of and compliance with this Memorandum is enjoined.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Office of the Regional Director

ST/CAE/DM/APN



Enclosure 1

**ATTENDANCE FORM**

	<b>NAME</b>	<b>DIVISION OFFICE</b>	<b>DESIGNATION</b>	<b>CONTACT NUMBER</b>
1.				
2.				

**APPROVED BY:**

\_\_\_\_\_  
**Schools Division Superintendent**



Enclosure 2

**COORDINATION MEETING WITH THE DIVISION INFORMATION OFFICERS AND  
REGIONAL PUBLICATIONS TEAM**

**April 8, 2022**

**DepEd RO VII Conference Room**

8:00-9:00am	<b>Registration</b>
9:00-9:10am	<b>National Anthem Prayer</b>
9:10-9:20am	<b>Welcome Remarks/Message</b>
9:20-9:30am	<b>Acknowledgment of the Participants</b>
9:30-10:30am	<b>Introduction of the 2022 Regional Communications Plan</b>
10:30-10:45am	<b>Open Forum</b>
10:45am-12:00pm	<b>Editorial Planning and Plotting of the Editorial Calendar of Dan-Ag Sa Buhat Newsletter</b>
12:00-1:00 pm	<b>LUNCH BREAK</b>
1:00-4:00pm	<b>Collating GASA Magazine 2021 Entries and Other Announcements from PAU and ORDir</b>
4:00-5:00pm	<b>Closing Remarks</b>

