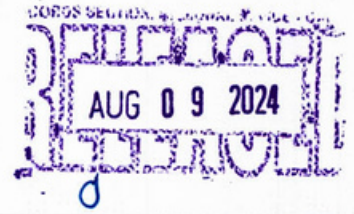




Republic of the Philippines
Department of Education
CARAGA REGION



07 August 2024

REGIONAL MEMORANDUM
No. 0801, s. 2024

To: Division Information Officers
Division Public Assistance Coordinators
This Region

**1ST SEMESTER MEETING OF DIVISION INFORMATION OFFICERS AND
DIVISION PUBLIC ASSISTANCE COORDINATORS**

1. To ensure effective communication and coordination among Division Information Officers and Public Assistance Coordinators, the Public Affairs Unit informs all Division Information Officers and Division Public Assistance Coordinators of the 1st Semester Meeting on August 14-16, 2024, at the RELC NEAP-Gold Hall, DepEd Caraga Regional Office.
2. The objectives of the meeting are as follows:
 - a. To discuss and align on key topics relevant to the roles of Division Information Officers and Public Assistance Coordinators.
 - b. To facilitate the measurement and reporting of client satisfaction.
 - c. To improve the handling and resolution of 8888 complaints.
 - d. To share best practices and strategies for effective public communication and assistance.
 - e. To strengthen the coordination and collaboration among Division Information Officers and Public Assistance Coordinators.
3. The agenda of the meeting are as follows:
 - a. Roles of Division Information Officers and Division Public Assistance Coordinators
 - b. Pending 8888 complaints
 - c. Standard implementation of Client Satisfaction Measurement
 - d. Reporting of incidents reports
 - e. Designation of School Information Coordinators and School Public Assistance Coordinators
4. Enclosed herewith are the following for guidance and reference:
 - a. Enclosure 1: Activity Matrix
 - b. Enclosure 2: List of Participants
5. Participants shall register online to confirm attendance through the link <https://forms.office.com/r/Sq2sKAQFPA> on or before August 12, 2024.



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6. This is a live out activity. The first and last meal will be breakfast and dinner on August 15, 2024.
7. This memorandum also serves as travel authority.

MARIA INES CRASUNCION
Director III
Officer In-Charge
Office of the Regional Director

Encl/s.: AS STATED
Reference/s: NONE
To be indicated in the Perpetual Index
under the following subjects:

DIO DPAC MEETING

ORD/jmrm
08/07/2024

Enclosure No. 1 to Regional Memorandum No. 0801, s. 2024

**1st Semester Meeting of Division Information Officers and Division Public
Assistance Coordinators
RELC NEAP – Gold Hall, DepEd Caraga Regional Office
August 14-16, 2024**

Activity Matrix

Time	Activities	Person Involved
Day 0 (August 14, 2024)		
4:00 P.M – 5:30 P.M. onwards	Arrival of participants/Registration	DIOs, DPACs
Day 1 (August 15, 2024)		
7:00 A.M.– 8:30 A.M.	Breakfast	All participants
8:30 – 9:00 A.M.	Preliminaries	PAU
8:30 A.M. – 12:00 P.M.	Meeting Proper and Planning	All participants
12:00 – 1:30 P. M.	Lunch Break	
1:30 – 6:00 P.M.	Continuation Meeting Proper and Planning	All participants
Day 2 (August 16, 2024)		
07:00 – 08:00 AM	Going Home	DIO, DPACs

Enclosure No. 2 to Regional Memorandum No. 0801, s. 2024

1st Semester Meeting of Division Information Officers and Division Public Assistance Coordinators
RELC NEAP – Gold Hall, DepEd Caraga Regional Office
August 14-16, 2024

List of Participants

Name	Designation/Office
Reza Medina	DPAC - Agusan del Norte Division
Rebecca Montante	DIO – Agusan del Norte Division
Dandy V. Anino	DIO – Agusan del Sur Division
Ednel Entoy	DPAC Alternate – Agusan del Sur Division
Yolanda Apilada	DPAC – Butuan City Division
Israel Reveche	DIO – Butuan City Division
Wendell Federicos	DIO/DPAC – Bayugan City Division
Christopher Kimilat	DPAC – Bislig City Division
Kenneth V. Layno	DIO Alternate – Bislig City Division
Monette Eustella Sa	DIO/DPAC – Cabadbaran City Division
Marvin Ebueza	DPAC – Dinagat Islands Division
Richard Davide	DIO – Dinagat Islands Division
Malou Sinday	DPAC – Siargao Island Division
Kem Abuton	DIO – Siargao Island Division
Julius Michael Montejo	DIO/DPAC – Surigao City Division
Rosejean Suarez	DIO/DPAC – Surigao del Norte Division
Vilma Rose Talisic	DPAC – Surigao del Sur Division
-	DIO – Surigao del Sur Division
Perna Tejano	DPAC – Tandag City Division
Cathyrine Polinar	DIO Alternate – Tandag City Division
Pedro A. Tecson	Regional Information Officer
Jez Marie R. Macuno	Regional Public Assistance Coordinator
Erma D. Pagapong	Technical Working Group
Marcelino M. Ahon Jr.	Technical Working Group
Winston C. Eben	Technical Working Group
Nerison S. Pitogo	Technical Working Group