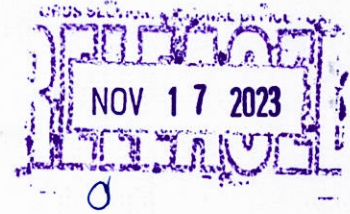




Republic of the Philippines
Department of Education
CARAGA REGION



November 16, 2023

REGIONAL MEMORANDUM
No. 1144, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION INFORMATION OFFICERS
This Region

**INSTITUTIONALIZATION OF THE DISSEMINATION OF CENTRAL OFFICE
ISSUANCES COMMUNICATION PLAN**

1. DepEd Order No. 30, s. 2010 or the Guidelines on the Unified Dissemination of DepEd Issuances stipulates that there is no need for the region, division and district offices to redraft Department Orders, Memoranda and other issuances from the Central Office.
2. It states further that, "the regional and division offices may redraft issuances that need immediate action like urgent submission of data/reports from other field offices for consolidation."
3. With this, the regional office, schools division offices, district offices, and schools, are hereby advised to adhere to the communication plan, attached herewith, in disseminating issuances from the Central Office.

MARIA INES C. ASUNCION
Director III
Officer In-Charge
Office of the Regional Director

Encl/s.: Dissemination Of Central Office Issuances Communication Plan
Reference/s: DepEd Order No. 30, s. 2010
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION PLAN DEPED ISSUANCES

PAU/jmrm
11/16/2023



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Trunkline No: (085) 225-1151
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Republic of the Philippines
Department of Education
CARAGA REGION

COMMUNICATION PLAN

Department of Education, Caraga Region

Title of Activity: **DISSEMINATION OF CENTRAL OFFICE ISSUANCES**

Objective/s	Key Message/s	Focus Content:	Audience	Channel / Medium and Content	Proposed Schedule / Timeframe
1. To inform the regional office and the field of issuances by the Central Office.	Issuances from the central office are to be implemented across all governance level and are based on clear and attainable objectives.	Objectives of the issuances by the Central Office.	DepEd Regional Office Personnel Schools Division Office Personnel	Focal person relative to the issuance to send copy to concerned personnel through official email/ Information dissemination (e.g. during flag ceremony, use of intercom, staff meeting) Focal person relative to the issuance to forward the issuance to the SDOs through official email address; RO may reiterate issuance if immediate action is needed. SDO level - Send copy of issuance to personnel through	Within 24 hours of receipt

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JEZ MARIE R. MACUNO
Public Affairs Unit

Approved by: _____
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 OIC - Regional Director

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