DIVISION MEMORANDUM
No. ___458___, series of 2016.

TO : ANAMERTHYL I. REGALA
     Senior Education Program Specialist
     Social Mobilization and Networking

FROM : DEE D. SILVA, DPA, CESO VI
       Schools Division Superintendent

SUBJECT : DESIGNATION ORDER – DIVISION INFORMATION OFFICER

DATE : August 16, 2016

In the exigency of the service, you are hereby designated as the Division Information Officer. With this, you shall have the following duties and responsibilities:

1. Establish usual communication with DepEd Communications Division;
2. Provide up-to-date information to DepEd Communications Division;
3. Participate in various activities and events deem necessary by DepEd R.O. XI and this office; and
4. Submit documents and reports as required.

This assignment/designation is in addition to your regular functions as Senior Education Program Specialist, with the attributes inherent and related thereto.

This assignment/designation takes effect on August 16, 2016.

Please be guided accordingly.