



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 007

To : Curriculum Implementation Division Chief
Public Schools District Supervisors for Secondary
School Head (DICNHS)

Subject **PRODUCTION OF DIRI SA DEPED ONSE SEASON 9**

Date : January 6, 2025

Pursuant to Regional Memorandum OD-2024-129, this office advises the following teachers and students to shoot the **SEASON 9 VLOG** for **Dri sa DepEd Onse** on January 8-10, 2025.

The following are to shoot the VLOG on the given dates above.

1. Marvie Grace F. Carillo----- teacher
2. Johannes P. Sabio-----teacher
3. Christine Brianna L. Dionio----- student
4. Xavier Gabriel S. Cabrella----- student
5. Chrianne Lucia Reintar----- student
6. Lei Chin Gomez -----student
7. Lemuel Adrian Ferrariz-----student

Season 9 of Dri sa DepEd Onse for CY 2025 will involve students from secondary level. Learners' participation under the Special Program in Journalism and Special Program in the Arts for the pre-production, production, and postproduction is highly encouraged.

The episode will be in a short film style with 5-10 minutes running time. It will be shown every Wednesday at 6:00 PM on the DepEd Region XI page.

The Division Information Officer shall monitor and check the preparation of scripts and the production to ensure the content is appropriate.

Content should be produced in a creative style leading to the strengthening of the teaching and learning process.

For immediate dissemination and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Enclosed: As stated,
CID/LR/its



BY: *[Signature]*
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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

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GRECO DASMARINAS	DIGOS CITY CENTRAL ELEMENTARY SCHOOL
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Department of Education
DAVAO REGION

DepEd Schools Division Office - Davao Region
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REGIONAL MEMORANDUM
ORD-2024-129

December 16, 2024

IMPLEMENTATION OF DEPED DAVAO REGION COMMUNICATION PLAN 2025

To: Schools Division Superintendents

1. The DepEd Davao Region Communication Plan 2024 will serve as a guide for all designated information officers and public assistance coordinators in their communication and public relations strategies.
2. As agreed during the Planning Workshop for the Preparation of the 2025 DepEd Davao Region Communication Plan, the content and schedule for Diri sa DepEd Onse Seasons 9 to 11 (Attached as Annex A), Social Media Content Calendar (attached as Annex B), and 2024 DepEd Davao Region Communication Plan (attached as Annex C) will take effect starting the first day of 2025.

The following is the target timeline for CY 2025:

1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
• Posting of contents in social media			
• Submission of dismissed/closed issues/complaints or action taken coursed through 8888, Public Assistance and Action Center, Civil Service Commission, and other sources within 72 hours			
• Quarterly submission of stories for the newsletter			
• Quarterly submission of the consolidated Customer/Client Satisfaction Survey report			
• Production of Diri sa DepEd Onse Season 9, Season 10, Season 11			• Conduct of ONSE (Outstanding Newsfeatures and Stories in Education) Awarding Ceremony • Submission of the CY 2024 consolidated CCSR report

For information and guidance.

Incl: As stated.

PAU1/mgug

DEPARTMENT OF EDUCATION - DAVAO REGION
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

Dec. 18, 2024
43377



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Attachment A of Regional Memorandum ORD-2024-129

GUIDELINES FOR THE EPISODES OF DIRI SA DEPED ONSE SEASON 9 TO 11

- Seasons 9 to 11 of Diri sa DepEd Onse for CY 2025 will involve students from elementary and secondary levels. Season 8 is for elementary learners, Season 9 is for secondary learners, and Season 10 is allotted to learners under inclusive education. Learners' participation under the Special Program in Journalism and Special Program in the Arts for the pre-production, production, and post-production is highly encouraged.
- A letter of consent for allowing the learners to appear in Diri sa DepEd Onse shall be secured.
- The episodes will be in a short film style with 5-10 minutes running time. It will be shown every Wednesday at 6:00 PM on the DepEd Region XI page.
- The Schools Division Office, through the designated Division Information Officer, shall monitor and check the preparation of scripts and the production to ensure the content is appropriate.
- It is encouraged that the content, produced in a creative style, leads to strengthening the teaching and learning process.

SCHEDULE OF DIRI SA DEPED ONSE SEASONS 9 TO 11

DIVISION	SEASON 9	SEASON 10	SEASON 11
Tagum City	January 22, 2025	April 16, 2025	July 9, 2025
Davao del Norte	January 29, 2025	April 23, 2025	July 16, 2025
Digos City	February 5, 2025	April 30, 2025	July 23, 2025
Davao del Sur	February 12, 2025	May 7, 2025	July 30, 2025
Davao de Oro	February 19, 2025	May 14, 2025	August 6, 2025
IGACOS	February 26, 2025	May 21, 2025	August 13, 2025
Panabo City	March 5, 2025	May 28, 2025	August 20, 2025
Davao Occidental	March 12, 2025	June 4, 2025	August 27, 2025
Mati City	March 19, 2025	June 11, 2025	September 3, 2025
Davao City	March 26, 2025	June 18, 2025	September 10, 2025
Davao Oriental	April 2, 2025	June 25, 2025	September 17, 2025
Regional Office	April 9, 2025	July 2, 2025	September 24, 2025



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Attachment B of Regional Memorandum ORD-2024-129

SOCIAL MEDIA CONTENT CALENDAR

ACTIVITY	JANUARY					FEBRUARY				
	W1	W2	W3	W4	W5-W1	W2	W3	W4	W5-W1	
Submission of posts: Meme-Tal Break (memes), Flex Ko Lang (infographics or story), Make it Reel (videos), Onse In Action (photos), Quote Ko 'To! (quotable quotes in poster style)	RO	MC	Samal	DiC	RO	MC	Samal	DiC	RO	
	DOr	DOc	DC	DdN	DOr	DOc	DC	DdN	DOr	
	DdO	PC	DdS	TC	DdO	PC	DdS	TC	DdO	
ACTIVITY	MARCH					APRIL				
	W2	W3	W4	W1-W5		W1	W2	W3	W4	W5-W1
Submission of posts: Make It Reel (videos), Flex Ko Lang (infographics), Kwentong Onse (success stories), Finding Meme-mo (memes)	MC	Samal	DiC	RO		MC	Samal	DiC	RO	MC
	DOc	DC	DdN	DOr		DOc	DC	DdN	DOr	DOc
	PC	DdS	TC	DdO		PC	DdS	TC	DdO	PC
ACTIVITY	MAY					JUNE				
	W2	W3	W4	W1-W5		W1	W2	W3	W4	W5-W1
Submission of posts: Make It Reel (videos), Flex Ko Lang (infographics), Kwentong Onse (success stories), Finding Meme-mo (memes)	Samal	DiC	RO	MC		Samal	DiC	RO	MC	Samal
	DC	DdN	DOr	DOc		DC	DdN	DOr	DOc	DC
	DdS	TC	DdO	PC		DdS	TC	DdO	PC	DdS
ACTIVITY	JULY					AUGUST				
	W2	W3	W4	W1-W5		W1	W2	W3	W4	W5-W1
Submission of posts: Make It Reel (videos), Flex Ko Lang (infographics), Kwentong Onse (success stories), Finding Meme-mo (memes)	DiC	RO	MC	Samal		DiC	RO	MC	Samal	DiC
	DdN	DOr	DOc	DC		DdN	DOr	DOc	DC	DdN
	TC	DdO	PC	DdS		TC	DdO	PC	DdS	TC



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ACTIVITY	SEPTEMBER					OCTOBER				
	W1	W2	W3	W4	W5-W1	W2	W3	W4	W5-W1	
Submission of posts: Make It Reel (videos), Flex Ko Lang (infographics), Kwentong Onse (success stories), Finding Meme- mo (memes)	RO	MC	Samal	DiC	RO	MC	Samal	DiC	RO	
	DOr	DOc	DC	DdN	DOr	DOc	DC	DdN	DOr	
	DdO	PC	DdS	TC	DdO	PC	DdS	TC	DdO	
ACTIVITY	NOVEMBER				DECEMBER					
	W2	W3	W4	W1-W5	W1	W2	W3	W4	W5-W1	
Submission of posts: Make It Reel (videos), Flex Ko Lang (infographics), Kwentong Onse (success stories), Finding Meme- mo (memes)	MC	Samal	DiC	RO	MC	Samal	DiC	RO	MC	
	DOc	DC	DdN	DOr	DOc	DC	DdN	DOr	DOc	
	PC	DdS	TC	DdO	PC	DdS	TC	DdO	PC	

Note: All SDOs, through the designated DIO, will submit posts in the respective weeks where they are assigned.

Legend:

RO	-	Regional Office
DOc	-	Davao Occidental
DdO	-	Davao de Oro
DOr	-	Davao Oriental
DiC	-	Digos City
MC	-	Mati City
PC	-	Panabo City
DdS	-	Davao del Sur
Samal	-	Island Garden City of Samal
DC	-	Davao City
DdN	-	Davao del Norte
TC	-	Tagum City



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Attachment C of Regional Memorandum ORD-2024-127

DEPED DAVAO REGION COMMUNICATION PLAN 2025

Objectives:

1. Ensure that 100% of all DepEd Region XI employees are knowledgeable of all the plans, projects, achievements, and best practices through social media, printed publications, and IEC materials;
2. Ensure that other interested parties of the education sector get relevant information and stories about DepEd Davao Region through social media, printed publications, and IEC materials, and ensure that they understand better, remember longer, and look forward to the next post/s and issue/s;
3. Ensure that 100% of issues that arise concerning the Department are addressed;
4. Ensure that the Customer Satisfaction survey is implemented in all functional divisions of the Regional Office and the Schools Division Office; and
5. Give recognition to exemplary outputs.

Definition of terms:

CSM – Customer Satisfaction Mechanism given to all functional divisions in the Regional Office (RO) and Schools Division Office (SDO)
DepEd Region XI employees – teaching, non-teaching, teaching-related personnel, whether regular or in JO position, employed in DepEd Davao Region
DIO – designated Division Information Officer to spearhead communication management in the division
DPAC – designated Division Public Assistance Coordinator in charge of written complaints received in the division and submission of CCSR
IEC – Information, Education, and Communication materials to be used for information and promotion advocacy
RIO – Regional Information Officer in charge of communications management, social media management, crisis management
RPAC – Regional Public Assistance Coordinator in charge of written complaints received in the region
SIC – designated School Information Coordinator of communication management in the school

DepEd
MATAATAG



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Communication/ Public Relations Strategy	Activities	Who Is In-charge and Terms of Reference	Details on how this will be done	Timeline	Impact
Promotion & Campaign Management	Getting internal stakeholders to follow, appreciate, and engage in the Division's and Region's official FB page where announcements/stories/information are disseminated.	1. Regional Office a) Public Affairs Unit (PAU) – identifies target audience; ensures to add impact on posts/stories/IEC materials to attract more audience/viewers/followers; leads the promotion and campaign in coordination with the designated DIOs	Regional Office: 1. PAU issues memo attaching the Communication Plan and content calendar 2. PAU meets virtually with the designated DIOs for planning, feedbacking, sharing of best practices, and monitoring and evaluation 3. PAU does stakeholders' analysis	Before the start of FY 2024 At least quarterly To be discussed and included in the virtual meeting	The level of awareness of internal stakeholders increases significantly.
	Announcing/Posting/Disseminating stories, events, achievements, information, and announcements in different available platforms.				
		2. Division Office: DIOs, DIOs, PSDSs, EPS, Program Owners, School Heads, IT by conducting capacity building	Division Office: 1. Conduct Capacity Building for School Information Coordinators (SICs) on Responsible Media & Communications including: Laying out Video editing	Within FY 2024	



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Communication/ Public Relations Strategy	Activities	Who is in-charge and Terms of Reference	Details on how this will be done	Timeline	Impact
		DIOs, DIOs, Division Legal Officer, EPS, Program Owners, School Heads by conducting a meeting/dialog on proper info dissemination.	1. Printing and Publishing TV Reporting and Broadcasting Writing 2. Conduct a forum of School Leaders and Stakeholders on Proper Information Dissemination	Year round	
		DIOs, DIOs, SICs, EPS, Program Owners, ICT Coordinators, School Heads by creating a production team tasked and scheduled to manage online and print advocacy materials	3. Produce and submit educational stories for online and/or print platform and based on content calendar	Follow social media content calendar	
			4. Establish network and intensify connection to the NGAs, LGUs, GAS, NGOs, and accredited Media Partners through a Memorandum of Understanding.	Within FY 2024	
Reputation Management	Posting of significant stories on social media via the official pages	1. Regional Office a) Regional Director and Assistant Regional Director – approves quality assured stories or materials	Regional Office: 1. PAU gets information that needs region-wide dissemination from FDs and posts in social media	Follow social media calendar and Diri sa DepEd	DepEd Davao Region gains the trust and confidence of internal and external stakeholders.



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Communication/ Public Relations Strategy	Activities	Who is in-charge and Terms of Reference	Details on how this will be done	Timeline	Impact
	Parents' consent is required 2. Publication of printed materials such as newsletters, magazines. 3. Creation and dissemination of IEC materials	b) PAU – filters, edits, quality assures the contents to be posted/published; does stakeholders' analysis; publishes regionwide quarterly newsletter and available IEC materials 2. Schools Division Office a) DIOs, DICs, SICs, School Heads, EPSs, PSDs to check articles and stories eligible for posting/publication b) Communications Team/DIOs conduct onsite or virtual interview c) Communications team to edit and filter contents for publication/ posting	2. PAU receives PRs/stories with impact from Division Communication Team, filters, edits, and posts in social media Division Office: 1. Posting of promotional articles, stories, and advertisements about programs, projects, and activities of the division 2. Initiating a dialogue with top officials using multimedia platforms or in-person. 3. Airing and posting of documentaries and outstanding accomplishments and recognitions of teachers, learners, and leaders	Onse airing schedules Year-round; based from content calendar	DepEd Davao Region builds positive reviews among all community members.
Crisis Management	The RIO and DIOs will report local incidents that went viral in social media, reported in media.	1. Regional Office a) Regional Director and Assistant Regional Director –	Regional Office:	As the need arises	All issues are addressed creating positive perceptions



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Communication/ Public Relations Strategy	Activities	Who is in-charge and Terms of Reference	Details on how this will be done	Timeline	Impact
	The RPAC and DPAC will receive and monitor all written complaints from 8888, Contact Center ng Bayan, Civil Service, etc., and facilitate walk-in clients DPAC will intensify awareness on Impact of Complaints received Availability of Shared google drive or any tool containing all complaints received across all media for direct and fast monitoring	gives official statements concerning the Department through the spokesperson b) Regional Spokesperson – allows all kinds of interviews from media and issues all forms of official statements concerning the Region; does media relations c) Public Affairs Unit (PAU) – coordinates with the spokesperson for any issuance of written reports and publication of official statements; does media relations d) Public Affairs Unit (PAU) – coordinates with the Regional DRRM focal for disaster-related issues. d) RIO will gather information of local incidents from the DIOs and report such to CO-PAS.	1. The regional spokesperson coordinates with RD and ARD how to address issues 2. The spokesperson gathers facts from the DIOs and answers queries from media in any form. 3. The PAU coordinates with the spokesperson for any issuance of written reports and publication of official statements; writes written/investigative reports needed by the CO, and does media relations 4. The RIO will gather information of local incidents within 24 hours from occurrence. 4. PAU will indorse all received issues/complaints/ concerns to	Real-time updating of complaints by RPAC to DPAC	about the Department. Increase compliance rating on the actions done.

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Communication/ Public Relations Strategy	Activities	Who is in-charge and Terms of Reference	Details on how this will be done	Timeline	Impact
		c) DIOs, in consultation with the Division Legal Officer and reviewed by the SDS, will provide the official statement to the Regional Office, social media, and/or face the media, if necessary.	d) Orient the school heads on the communication flow. For written complaints: e) The DPAC will receive the written complaints indorsed by the RO;		
		3. For written complaints: 1. SDS/ASDS to monitor 8888, CCB, emails, walk-in reports, and etc. to the concerned individual, school, and/or district	f). The DPAC will facilitate the indorsement of such to the concerned party within 48 hours;		
		2. DPAC will intensify awareness on Impact of Complaints received	g). After the reply from the concerned party is received, the SDO will check the veracity of the report and give specific recommendation within 48 hours;		
			h). The DPAC shall submit all the documents to the RO and update the Google drive for easy monitoring within 48 hours; and		



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Communication/ Public Relations Strategy	Activities	Who is In-charge and Terms of Reference	Details on how this will be done	Timeline	Impact
Survey Management	Implementation and reinforcement of ARTA Harmonized CSM Survey	Regional Office: 1. PAU – consolidate, analyze, and report to quarterly Quality Management Review Division Office: 1. Focal person for CSM and DPAC – gather, consolidate, and analyze Customer Satisfaction survey of each school and the functional divisions, report the results to the SDS/ASDS, and submit quarterly reports to the Regional Office 2. Orient the School Heads/ Concerned Personnel/Stakeholders on the Public Assistance Mechanism & Communication Flow	Regional Office: 1. The PAU will consolidate, analyze, and report all the CSMs results of the RO functional divisions during the Quality Management Review and Issues Request for Action, if needed. 2. Submit the Client Satisfaction Measurement Report to the CO. 3. Conduct orientation to SPAC/SDO Concerned Personnel/Stakeholders on ARTA CSM Survey Division Office: 1. The SDO, through the focal person, will gather and consolidate all CSMs of schools and division office and come up with a quarterly and year-end	- Weekly Report - During the Quality Management Report - quarterly	The timely evaluation of performances especially on providing effective frontline services becomes the basis for improvement.



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Communication/ Public Relations Strategy	Activities	Who is in-charge and Terms of Reference	Details on how this will be done	Timeline	Impact
Awards and Recognition Programs	Giving awards to writers/contributors/creators, recognizing best broadcasts, and recognizing best efforts of the Communications Team/DIOs of the SDOs.	1. Regional Office a) Regional Director and Assistant Regional Director – approves all kinds of awards and recognition in the regional level b) Public Affairs Unit (PAU) – does first level of evaluation and invites external evaluators	Regional Office: 1. PAU sets the list of awards and criteria; seeks approval of RD and ARD 2. PAU issues a memo containing the list and criteria and nominees. 3. PAU will conduct the awarding ceremony and give	4 th quarter	All deserving personnel are recognized through giving of awards.

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		2. Division Office: d. SDS and ASDS - approves identified awards to be given in the division level	due recognition to DIOs and categorize ONSE Awards into Elementary, Secondary and Inclusive Levels. Division Office: 6. For division level awarding, the SDS/ASDS, Communications Team/DIO, and Division Journalism Coordinators identifies and evaluates winners in terms of stories and posts written and published, and other awards.		

Prepared by:

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Recommending Approval:

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Approved:

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