

Division Memorandum
No. 146 s, 2019

To : Schools District Supervisors/District In-Charge
Concerned Secondary /Elementary School Heads & Teachers
This Division

From : *[Signature]* **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

Subject: **CONDUCT OF CUSTOMER SKILLS TRAINING FOR DISTRICT INFORMATION OFFICERS**

Date : March 28, 2019

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1. The role of Information Officer is crucial in the operations and effective delivery of services of the entire Department of Education as quality information is integral in quality decision-making, effective crisis management, efficient public information sharing, assessing and researching public opinion, and managing media relations.
 2. By virtue of DO No. 99, s. 2010 and in compliance with the Regional Memorandum No. 362, s. 2018, the Division of Surigao del Sur designed an activity to capacitate the identified District Information Officers on April 11-13, 2019 (Venue TBA).
 3. This is a live-in activity. There shall be no registration fee to be collected. Meals, snacks, and accommodation shall be charged to HRTD Funds while travelling expenses and per diem of the participants shall be charged to school MOOE/local funds and Division MOOE (for division personnel) subject to the usual accounting and auditing rules and regulations.
 4. Participants are enjoined to be at the venue (TBA) in the morning of April 11, 2019 (Day 1). First meal to be served will be Lunch of the same day.
 5. Immediate dissemination of this Memorandum to all concerned is desired.