



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

February 14, 2022

DIVISION MEMORANDUM

No. 76, s. 2022

FIRST QUARTERLY MEETING OF SCHOOL INFORMATION COORDINATORS

To: Public School District Supervisors
 Public Elementary and Secondary School Heads
 School Information Coordinators
 All Others Concerned

1. Part of the 2022 Annual Implementation Plan of the Division Information Office is the conduct of a quarterly meeting among the School Information Coordinators with the Division Information Officer for purposes of preparing and implementing the Division and School Communication Plans, for updating, discussion of relevant issues, among other purposes.

2. As such, all School Information Officers are requested to attend the First Quarterly Meeting through a virtual platform on February 17, 2022, 2:00 PM. The link for this meeting will be posted in the School Information Coordinator's GC.

3. The following are the agenda of the meeting:

- a. Renewal of the designation of School Information Officers
- b. Preparation of Reports and Protocols
- c. Preparation and submission of School Communication Plans
- d. Monthly submission of news articles/stories for the Division News Letter (Sulhog) Online
- e. Re-organization of the *Sulhog* Editorial Board
- f. Updates
- g. Other Matters

3. Expenses incurred relative to the conduct of the activity shall be charged against Division's and School's MOOE subject to usual accounting and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum are desired.

MARIZA S. MAGAN EdD, CESO V
 Schools Division Superintendent

Enclosure: As stated
 Reference: As stated

To be indicated in the Perpetual Index under the following subjects
 School Information Officers Information Dissemination Division News & Updates



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