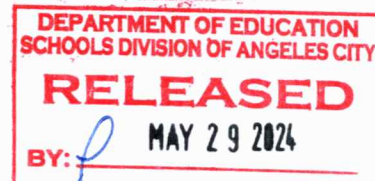




Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF ANGELES CITY



29 MAY 2024

**DIVISION MEMORANDUM**  
No. 211, s. 2024

**Designation of Non-Teaching Personnel as School Information Coordinators  
and School Public Assistance Coordinators in All Public Elementary and  
Secondary Schools In Central Luzon**

To: Assistant Schools Division Superintendent  
Chief ES, CID  
Public Elementary and Secondary School Heads

1. Please be informed of the attached Regional Memorandum No. 377, s. 2024 titled, "Designation of Non-Teaching Personnel as School Information Coordinators and School Public Assistance Coordinators in All Public Elementary and Secondary Schools In Central Luzon."
2. With this, all school heads of public elementary and secondary schools are directed to designate non-teaching personnel as School Information Coordinators (SICs) and School Public Assistance Coordinators (SPACs) and submit the same through this link: <https://bit.ly/RO3SICs>, on or before June 15, 2024.
4. Immediate dissemination of and compliance with this Memorandum is highly desired.

**ENGR. EDGARD C. DOMINGO, PhD, CESO V**  
Schools Division Superintendent *ED*

Reference: RM 337, s. 2024  
To be indicated in the Perpetual Index  
under the following subjects:

COORDINATORS PUBLIC AFFAIRS

amc/smn/May 29, 2024 *ED*



Jesus St., Brgy. Pulungbulu, Angeles City 2009  
[045\) 901-9498 / angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

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REGIONAL MEMORANDUM

No. 377, s. 2024

**DESIGNATION OF NON-TEACHING PERSONNEL AS SCHOOL INFORMATION COORDINATORS AND SCHOOL PUBLIC ASSISTANCE COORDINATORS IN ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN CENTRAL LUZON**

To: Schools Division Superintendents  
Division Information Officers  
Division Public Assistance Coordinators  
Public Elementary and Secondary School Heads

1. DepEd Order No. 005 s.2024 titled Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload aims "to enable teachers to focus on their core function of teaching by establishing a more conducive work environment. This goal shall be achieved through a fair and equitable distribution of teaching workload and implementation of a streamlined set of teacher ancillary tasks and teaching-related assignments."
2. To ensure compliance with this policy, this Office hereby directs all school heads of public elementary and secondary schools to designate non-teaching personnel as School Information Coordinators (SICs) and School Public Assistance Coordinators (SPACs).
3. The roles and functions of School Information Coordinators as provided in DepEd Memorandum No. 17 s.2021 are:
  - a. Assist and act as focal persons in verifying and addressing issues and concerns raised by the public and the media involving their school or area;
  - b. Facilitate the conduct of verification of information based on protocols, data privacy, integrity and confidentiality;
  - c. Facilitate the communication of any untoward incidents in their respective areas, and submit a detailed report within 24 hours to DepEd Central Office (CO) Public Affairs Service (PAS) copy furnished their respective regional and schools division offices;
  - d. Provide updates to the schools division, region or CO that may be referred to in media releases to national media;
  - e. Support their respective schools, schools division, and regional offices in responding to media queries on local issues;
  - f. Coordinate with the schools division, regional or CO to request for official statements on existing issues;



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
Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
Telephone Number: (045) 598-8580 to 89 Email Address: region3@deped.gov.ph  
Website: <https://region3.deped.gov.ph/>





Republic of the Philippines  
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REGION III-CENTRAL LUZON

- g. Perform duties and responsibilities related to DepEd Public Affairs programs, projects, and activities; and
  - h. Perform other tasks related to the efficient communication, documentation and dissemination of information to DepEd CO and vice versa.
4. Additionally, as stipulated in Regional Memorandum No. 436 s.2022 titled Implementation Guidelines on the Processing of Public Assistance Concerns in the Regional Office Schools Division Offices and in Public Elementary And Secondary Schools, the designated School Information Coordinator shall lead the School Public Assistance Convergence Team (School-PACT) and shall serve as the arbitrator between the Formal Complainant and the Respondent in case there is a need for a Clarificatory Conference/Mediation in resolving a particular complaint.
5. The designated SICs should be:
- a. Holding a non-teaching position in the school;
  - b. At least two or three years employed in DepEd;
  - a. Able to communicate and write well, and have good public relations skills; and
  - b. Able to respond to issues and concerns requested by the schools division, regional, or Central Office.
6. Division Information Officers and Division Public Assistance Coordinators are requested to facilitate the submission of the School Information Coordinators through the online submission link <https://bit.ly/RO3SICs> on or before June 15, 2024.
7. For any concerns, please contact the Public Affairs Unit through email [pau.ro3@deped.gov.ph](mailto:pau.ro3@deped.gov.ph).
8. For information and compliance of all concerned.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

PAU1  
R03\_ORD\_PAU-MEMO-2024-00011  
May 10, 2024

To send feedback  
regarding any of  
our services,  
kindly scan the  
QR Code.



Address: Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
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