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Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

RECORDS SECTION

DIVISION MEMORANDUM
No. 103, s. 2021

22 April 2021

DESIGNATION OF SCHOOL INFORMATION COORDINATORS

To: Assistant Schools Division Superintendents
Chiefs of Division, CID and SGOD
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads and Teachers
All Others Concerned

1. This is to furnish all concerned a copy of DepEd Memorandum No. 17 s. 2021 and Regional Memorandum No. 114 s. 2021 both titled Designation of School Information Coordinators (SICs).
2. In this regard, all school heads (Elementary Schools, Junior High Schools and Senior High Schools) are tasked to designate a personnel who shall serve the counterpart of the Division and Regional Information Officers. The School Information Coordinators must be:
 - a. Holding a teaching or non-teaching position in the school;
 - b. At least two or three years employed in DepEd;
 - c. Able to communicate and write well, and have good public relations skills; and
 - d. Able to respond to issues and concerns requested by the schools division, regional and of the Central Office.
3. The designation of a teacher to perform as School Information Coordinator shall be recommended by the school head to the Schools Division Superintendent (SDS) for approval. Please use attached designation form.
4. Likewise, a District Information Coordinators (DICs) shall be recommended by the Public Schools District Supervisors.
5. Please fill-out the following Google Forms: <https://tinyurl.com/SDONESIC> for School Information Coordinators and <https://tinyurl.com/SDONEDIC> for District Information Coordinators on or before April 30, 2021.
6. Immediate and wide dissemination of this memorandum is desired.


JESSIE D. FERRER CESO V
Schools Division Superintendent 

Encl.: As stated
Reference: DepEd Order No. 17, s. 2021)
To be included in the Perpetual Index
under the following subjects:
MANUAL SIC
POLICY

DM 2021 Designation of School Information Coordinators
3-5/JVC 04-22-2021



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Designation of School/District Information Coordinator (SIC)

Name: _____

Position: _____

School and District: _____

Contact details:

Mobile: _____

DepEd Email: _____

FB Account: _____

Date of Designation: _____

Conforme:

School/District Information Coordinator:

Recommended by:

Principal or School Head

Endorsed by:

Public Schools District Supervisor

Approved by:

JESSIE D. FERRER, CESO V
Schools Division Superintendent

