



Republic of the Philippines

## Department of Education

Region XI  
SCHOOLS DIVISION OF PANABO CITY

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### Office of the Schools Division Superintendent

#### DIVISION MEMORANDUM

OSDS-2024-0158

To : **NEO CARLO R. MAGNO**, Administrative Officer IV – HRMO, DPAC  
**SELAH MAE JOY E. ACOSTA**, Teacher III, DIO Representative

Subject: **ATTENDANCE TO THE PLANNING-WORKSHOP FOR THE DEPED DAVAO REGION COMMUNICATION PLAN 2025**

Date : November 20, 2024

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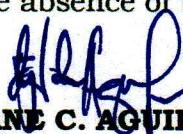
As per attached RO XI Memorandum No. ORD-2024-112, dated November 15, 2024 re: Planning-Workshop for the DepEd Davao Region Communication Plan 2025, you are hereby advised to attend the said activity on November 21-22, 2024 at the Apo View Hotel, Davao City.

Travel and other expenses related to the attendance of the abovementioned shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For strict compliance.

**JINKY B. FIRMAN, Ph.D, CESO VI**  
Schools Division Superintendent

For and in the absence of the SDS:

  
**DJHOANE C. AGUILAR**  
Education Program Supervisor  
Officer-In-Charge

Enclosed: as stated  
OSDS/ncm

**RELEASED**

**NOV 20 2024**



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RECORDS SECTION-SDO PANABO CITY  
BY 



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

November 15, 2024

**REGIONAL MEMORANDUM**  
 ORD-2024-112

**PLANNING WORKSHOP FOR THE CRAFTING OF THE 2025 DEPED DAVAO  
 REGION COMMUNICATION PLAN**

**To: Schools Division Superintendents**

1. There will be a two-day Planning Workshop for the crafting of the 2025 DepEd Davao Region Communication Plan on November 21-22, 2024. The venue will be announced in a separate memorandum.
2. The objectives of the planning workshop include preparing year-round social media content, finding strategies to come up with clear and accurate incident reports and complaints lodged in 8888 and other sources, preparing and handling a customer satisfaction survey, and preparing the Communication Plan for 2025.
3. The participants are the designated Division Information Officers (DIOs) and Division Public Assistance Coordinators (DPACs). In case the DIOs and DPACs are not available, the alternate DIO and DPAC shall attend the planning workshop.
4. Attached is the program/matrix for the two-day planning workshop.
5. Travel and other expenses are chargeable against local funds subject to the accounting and auditing rules and regulations.
6. Immediate dissemination of the Memorandum is desired.

**ALLAN G. FARNAZO**  
 Director IV

PAU/mgug



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Attachment to Regional Memorandum ORD-2024-112

**PROGRAM/MATRIX FOR THE PLANNING-WORKSHOP FOR THE DEPED  
DAVAO REGION COMMUNICATION PLAN 2025**

**November 21, 2024**

8:00 – 9:00	Registration/Arrival
9:00 – 9:30	Opening Program
9:30 – 12:00	Presentation of the Accomplishments of Communication Plan 2024  Analysis of Social Media posts, actions to complaints, incident reports, implementation of the customer satisfaction survey
12:00 – 1:00	Lunch Break
1:00 – 4:00	Workshop on the crafting of the Communication Plan 2025 per strategy
4:00 – 6:00	Open Forum

**November 22, 2024**

8:00 – 12:00	Finalization of Communication Plan 2025 Crafting of documents: Incident reports template, stories/articles template
1:00 – 3:00	Presentation of the final draft of Communication Plan 2025  <b>HOME SWEET HOME</b>

**Participants:**

PAU personnel – 3

Division Information Officers (DIOs) - 11

Division Public Assistance Coordinators (DPACs) - 11