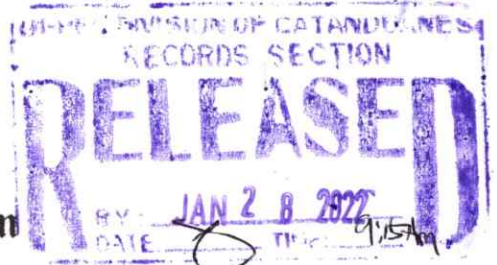




Republic of the Philippines
Department of Education
 Region V - Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



January 26, 2022

DIVISION MEMORANDUM
 OSDS-ICTU-DM- 48 s. 2022

COMPOSITION OF TECHNICAL WORKING GROUP(TWG) FOR SCHOOLS DIVISION OFFICE - WEBSITE (www.depedrovcatanduanes.com)

TO: Assistant Schools Division Superintendent
 Chiefs, CID/SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 SDO Section/Unit Heads
 School Heads
 All others concerned

1. Please be informed of the composition of Technical Working Group(TWG) for Schools Division Office - Website.

Designation	Person In-Charge	Function
Chairman	SUSAN S. COLLANO SDS-OIC Office of the SDS	-Approves web content (news/articles/division memo and others)
Co-Chairperson	MA. LUISA T. DELA ROSA ASDS ROMEL G. PETAJEN CID Chief MARY JEAN S. ROMERO SGOD Chief MA. GINA TEMPLONUEVO EPS (Filipino) GINA B. PANTINO EPS (English) JENNIFER B. METICA ITO-I	-Recommends the approval of the web content (news/articles/division memo and others) -Serves as Editorial Board for articles to be accepted/ uploaded in the website -Oversee and monitor the overall functionality of SDO website
Web Administrator/ Graphics and Layout Artist/ Photographer	JENNIFER B. METICA ITO-I BRYAN LAGUDA IT Staff (COS) LYN ANTONETH TEDERA IT Staff (COS)	-Manages the SDO website -In-charge of creating localized images, banners etc. and gathering/capturing photos/uploading of the contents of SDO website (news/article/division memo and others)

D338-DM-20



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Designation	Person In-Charge	Function
Web Content Editors	CID MA. GINA TEMPLONUEVO EPS (Filipino) GINA PANTINO EPS (English) SGOD ANJO TUGAY SEPS (Planning)/ DIO OSDS EVA S. TOENTINO AO V(Admin)	In-charge of editing memo (news/article/division memo and others)
Writer/Content Developers	ALL SDO Section/Unit Heads	In-charge of the development of articles and content for their designated section/unit page

2. For information, guidance and compliance.

SUSAN S. COLLANO

Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

