



RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION
Date JUL 17 2018
Time: 4:55 P.M.
Initial/Signature: [Signature]

DIVISION MEMORANDUM
No. 168 s. 2018

To : Chiefs, CID and SGOD
Public Schools District Supervisor
Elementary and Secondary School Heads
School / District Information Officers

From : *[Signature]*
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Subject : **DIVISION ENHANCEMENT TRAINING – WORKSHOP ON
POLICY/PROJECT PROPOSAL, CRISIS AND COMMUNICATION
MANAGEMENT FOR DISTRICT AND SCHOOL INFORMATION
OFFICERS**

Date : **July 17, 2018**

1. This is to inform the field that there will be an Enhancement Training Workshop on Project Proposal, Crisis and Communication Management for School and District Information Officers on **August 2-3, 2018** at a venue to be announced later.
2. The expected participants to this activity are the following:
 - a. (1) School Information Officer (Designate)
 - b. (1) District Information Officer (Designate)
3. No registration fee shall be collected from the participants. Meal and snacks will be served charge to SGOD- HRTD Fund. However, travel and other incidental expenses shall be charged from the school MOOE /local funds subject to the usual accounting and auditing rules and regulations.
4. For your information, guidance and compliance.