Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION
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OFFICE MEMORANDUM
NO. 569, s. 2026

STRENGTHENING THE PUBLIC RELATIONS CHANNELS OF SDO IRIGA CITY AND CONSTITUTION OF THE SDO IRIGA CITY TECH TEAM

To : Assistant Schools District Superintendent
Division Chiefs and Section/Unit Heads
OIC-Public Schools District Supervisor and Secondary Lead Principal
All Other Concerned

1. In line with the continuous efforts of this Division to promote transparency, strengthen communication between the offices under this Division, and ensure the timely dissemination of accurate information, all personnel are hereby enjoined to take note and utilize the SDO Iriga City's Public Relations Channel.

2. This channel shall serve as a tool and platform for sharing relevant announcements, activities, accomplishments, important events, birthdays, and other significant developments and milestones within the Division.

3. The Public Relations Tech Team is hereby constituted with the following members of each Unit and Functional Division:

Unit/Section/Functional Division	Assigned Personnel	Position
Office of the Schools Division Superintendent (OSDS)	Atty. Bea Anne P. Baroma	Division Information Legal Officer
Office of the Assistant Schools Division Superintendent (OASDS)		
Accounting Section	Salvacion E. Bermejo	Accountant III
Administrative Office • Cashier Section • Personnel Section • Records Section • Supply Section	Arthur M. Ramboyong	Administrative Officer V

Budget	Lourdes B. Azcarraga	Administrative Officer V
Legal Unit	Atty. Bea Anne P. Baroma	Attorney III
ICT Unit	Marshia N. Belen	Information Technology Officer I
Procurement Section	Laila M. Trinidad	Administrative Officer IV
Curriculum Implementation Division (CID)	Cynthia T. Montañez	Education Program Supervisor
School Governance and Operations Division (SGOD)	Jhomer I. Rosal	Senior Education Program Specialist
Public Elementary and Secondary Schools		OIC-Public Schools District Supervisor of each District and Secondary Lead Principal

4. In this regard, all concerned are requested to forward to the ICT Unit the conducted activities, milestones, birthdays, accomplishments, and important events, among others, of their respective offices/units/sections for posting on the official Facebook page of SDO Iriga City.

5. They are likewise reminded to observe proper communication protocols and provide complete and accurate information, and photos when submitting their activities for posting and dissemination. They are also enjoined to actively support the sharing and dissemination of officials posts on Facebook and observe proper protocols on data privacy, copyright, consent, and the responsible use of photographs and other media materials, most especially if it involves the learners.

6. Furthermore, all submission intended for posting must include a brief description or caption, relevant activity details, date and venue, names of persons involved when appropriate, and photos or other materials referring to the said activity or event.

7. The ICT Unit, through its Unit Head, shall ensure before posting or publishing that the submitted information and photos are in compliance with the existing issuances and regulations in relation to the proper and responsible use of materials.

8. In connection with the Public Relations Channels, the SDO Iriga City Public Relations Tech Team/Production Team is hereby constituted as follows:

Tech Team Chairperson	:	**Dr. Cynthia T. Montañez** Education Program Supervisor
Members	:	**Atty. Bea Anne P. Baroma** Attorney III/Division Information Officer
		Marshia N. Belen Division Information Technology Officer I
		Anthony C. Vista School Principal I
		Rommel I. Velasco School Principal I
		Noli R. Ramboyong Project Development Officer I
		Leslyn O. Tubongbanua Project Development Officer I
		Janell D.C. Iraola Project Development Officer I

9. The Chairperson and the members of the SDO Iriga City Public Relations Tech Team are tasked to manage, plan, develop technical schedules and scripts, and handle the overall production of division activities, including, but not limited to, Division celebrations such as *Oplan Balik Eskwela*, National Teacher's Month, and Independence Day and ASEAN Month celebration.

10. For information, guidance, and strict compliance.

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent

OSDS/LU/bab
11/03/2026