



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



April 7, 2025

REGIONAL MEMORANDUM

No. **340**, s. 2025

To: Schools Division Superintendents
Division Information Officers
Division Public Assistance Coordinators
All Others Concerned

**COORDINATION MEETING WITH DIVISION INFORMATION OFFICERS
AND DIVISION PUBLIC ASSISTANCE COORDINATORS**

1. The Department of Education has strengthened its communication strategies to ensure relevant, responsive, and timely information reach the public and the Division Information Officers (DIOs) and Division Public Assistance Coordinators (DPACs) have been a great asset in implementing such strategies while sharing advocacies of various programs and projects of the Department.
2. To ensure the continuity of the implementation of these strategies, this Office through the Public Affairs Unit, shall conduct a Coordination Meeting with the DIOs and DPACs on April 15, 2025 (Tuesday), 8:00 a.m. to 4:00 p.m. at Conference Hall, DepEd NCR Regional Office, Quezon City.
3. The objectives of the coordination meeting are to discuss the following:
 - a. Updates from the Public Affairs Unit;
 - b. Presentation of highlights of accomplishments of DIOs and DPACs; and
 - c. Other matters.
4. Expenses for meals and snacks of participants shall be charged to Public Affairs Unit funds while the travel expenses of division participants shall be charged to their local funds subject to the usual accounting and auditing rules and regulations.
5. For further information and any concerns, please contact Richard D. Vidal, Education Program Specialist II, Officer-In-Charge, Office of the Regional Director - Public Affairs Unit through email richard.vidal@deped.gov.ph.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

rdv/pau