



Republic of the Philippines
Department of Education
 Cordillera Administrative Region



April 21, 2020

Regional Memorandum
 No. 107, s. 2020

**CREATION OF AN OFFICIAL WORKPLACE GROUP
 FOR DEPED CAR DIVISION AND DISTRICT INFORMATION OFFICERS**

To: Schools Division Superintendents
 Division Information Officers and their Alternates
 District Information Officers and their Alternates
 All Divisions
 All Others Concerned

1. To advocate the use of an official online messaging platform likewise an easier and manageable dissemination of information to the field, a Workplace Group to be named as **RCA - Information and Action Officers** shall be created and shall be managed by the Public Affairs Unit – Office of the Regional Director.
2. The establishment of a Workplace Group aims to:
 - a. widen the DepEd CAR information and advocacy network across all levels;
 - b. provide a platform for immediate announcements and directives from DepEd Central Office and DepEd CAR Regional Office;
 - c. provide a setting for collaboration, sharing and feedback; and
 - d. offer an avenue for secure and confidential video conferences as per OUA Memo 00-0420-0042 dated April 17, 2020.
3. Workplace accounts of DepEd CAR information officers must follow the standard format such as the use of a DepEd Email Address, account names must be in full name (including nickname and middle initial) and must include a profile picture (most recent photo of user or not more than 3 months old) in compliance with DepEd Unnumbered Memorandum dated September 9, 2019 titled, “Adoption and Utilization of Workplace as Official Communication Platform.” *See attached Memorandum for further guidance.*
4. Division and district information officers and their alternates without Workplace accounts have until April 28, 2020 to comply. They are to seek technical assistance from their division information officers or division IT officers.
5. Deadline of resubmission of a complete data on division and district information officers following the format below is on or before April 30, 2020. Email at pau.depedcar@gmail.com.

Full Name	Position (Item)	Division/ District	Designation (Indicate if LEAD information officer or ALTERNATE)	CP Number	DepEd Email Address	Workplace Account	Facebook Account





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6. The Schools Division Office DepEd Tayo Facebook page moderators who are not designated as information officers shall likewise be included in said Workplace Group.
7. For further queries, you may contact Mr. Georaloy I. Palao-ay, public affairs officer, at 0939-623-8037 or via a Facebook message to DepEd Tayo Cordillera.
8. For widest dissemination and immediate compliance.


MAY B. ECLAR, PhD, CESO V
Regional Director

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