Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

29 Oct 2026

SCHOOL MEMORANDUM
No. **312**, s. 2026

DESIGNATION OF THE SCHOOL INFORMATION COORDINATOR (SIC)

To: OIC-Assistant Principals for Academics
All Teaching Personnel
All Non-Teaching Personnel
All Others Concerned

1. Pursuant to **DepEd Memorandum No. 017, s. 2021**, entitled "Designation of School Information Coordinators," all schools are directed to designate a qualified personnel who shall serve as the **School Information Coordinator (SIC)** and act as the counterpart of the Division Information Officer in ensuring timely, accurate, and coordinated dissemination of information.

2. In view thereof, **Mr. Arnold Bolosan, Teacher III,** is hereby designated as the **School Information Coordinator (SIC)** of Francisco E. Barzaga Integrated High School effective **29 October 2026**, until revoked, amended, or superseded by a subsequent issuance.

3. As School Information Coordinator, Mr. Bolosan shall perform the following functions:

a. Serve as the focal person in verifying and addressing issues and concerns raised by the public and media involving the school;
b. Facilitate the verification of information in accordance with established protocols on data privacy, integrity, and confidentiality;
c. Facilitate the reporting of untoward incidents within the school and submit the required reports to the appropriate DepEd offices within the prescribed period;
d. Provide timely updates to the Schools Division Office, Regional Office, and Central Office for possible information dissemination and media releases;
e. Assist the school and higher DepEd offices in responding to media inquiries concerning school-related concerns and programs;

f. Coordinate with the appropriate DepEd offices in securing official statements regarding relevant issues and concerns;
g. Support the implementation of programs, projects, and activities of the DepEd Public Affairs Service; and
h. Perform other related functions necessary for the efficient communication, documentation, coordination, and dissemination of information between the school and DepEd offices.

4. All personnel are enjoined to extend their full cooperation and provide the necessary information and assistance to the School Information Coordinator to ensure effective communication and timely reporting of school-related activities, accomplishments, and concerns.

5. This Memorandum shall take effect immediately and shall remain in force until revoked, amended, or superseded by a subsequent issuance.

6. For information, guidance, and compliance.

JEFFREY D. PENALES
School Principal I