



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

MLA-2022-OSDS-029

To : **Dr. AIMEE T. AMISTOSO**
Education Program Supervisor - English

From : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent

Subject : **DESIGNATION AS MEDIA AND INFORMATION OFFICER**

Date : June 1, 2022

1. In the exigency of service and in lieu of the study leave of Dr. Aquilino T. Milar Jr., Administrative Officer V of the Division of City Schools – Tagbilaran City, you are hereby designated as Media and Information Officer.

Your designation shall be effective immediately until such time Dr. Milar returns to duty.

2. The following shall be the general duties and functions of a Media and Information Officer:
 - a) assists and acts as point person in addressing issues and concerns raised by the public and the media involving the Division;
 - b) informs this Office of any untoward incidents in their respective areas and submits a detailed report within 24 hours to this Office;
 - c) provides news feeds for possible inclusion in media releases to local papers;
 - d) supports the heads of their units in responding to media queries and local news issues;
 - e) coordinates with this Office on official statements and reactions on existing issues; and
 - f) performs the duties of a communications officer on top of their current duties.
3. This designation does not carry any monetary remuneration but this could be an avenue for your career upward progression.

