



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

January 9, 2026

DIVISION MEMORANDUM
No. 013, s. 2026

**YEAR-END CONVERGENCE AMONG LOCAL INFORMATION OFFICERS
AND CRAFTING OF SIDLAK NEWSLETTER**

To : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors-SGOD and CID
Public Schools District Supervisors
Elementary & Secondary School Heads
Identified Local Information Officers and SIDLAK Writers
All Others Concerned

1. The field is hereby informed of the **YEAR-END CONVERGENCE AMONG LOCAL INFORMATION OFFICERS AND CRAFTING OF SIDLAK NEWSLETTER** on **January 29-30, 2026**. The venue of the activity shall be announced in a separate memorandum.
2. The participants to this activity are the identified Local Information Officers (LIOs) and the Division Information Officer who will aid in strengthening the information dissemination of the Programs, Activities and Projects of the Division through the crafting of the SIDLAK newsletter.
3. Participants are advised to **bring laptops and extension wires** for the crafting of the newsletter and other related activities.
4. The names of the identified Local Information Officers who will aid in strengthening the information dissemination and the crafting of the newsletters (special issue) are the following:

- | | |
|---------------------|-----------------------------|
| a. Editor-in-Chief | Fernando Zamora |
| b. Associate Editor | Anne V. Pacad |
| c. Managing Editors | Elpie Leanda & Eden Morillo |



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- d. Writers
 - Dyan Mas
 - Ma. Lourdes Batuto
 - Ireneo Napalit
 - Maria Jannelle Bernadas
 - Judy Ann Horfilla
 - Alejandro Montilla
 - Felicisimo Palconit
 - Dane Daryl Conise
 - Mailyln Grafil
 - King Philip Gonzal
 - Micah Magdalene Gayrama
- e. Editorial Cartoonist
 - Dante Jamin
- f. Photojournalists
 - Reinhard Bon Tan &
 - Basil Friedrich Espregante
- g. Lay-out Artist
 - Tonette Grace Orbena
- h. Adviser
 - Ryan G. Japay (Div. Information Officer)

5. Aside from covering the different events, they will be assigned to the billeting quarters for smooth flow of communication and for any concerns to be relayed.
6. Identified LIOs shall be granted Service Credits since the last day of the said activity falls on the weekend.
7. Program of Activities:

| DAY / DATE | TIME | TOPIC / ACTIVITY | RESPONSIBLE PERSON/S |
|----------------------------------|----------------|--|---|
| Day 1: January 29, 2026 | 8:00AM-9:00AM | Arrival of Participants | |
| | 9:00AM-10:30AM | Foundations of Crisis Communication | Mr. Ryan G. Japay Division Info Officer |
| | 10:30AM-12:00N | Basic Multimedia Skills for Information Officers and Strategic Use of Social Media | Dr. John Cavin Sabonsolin Chairperson, Communications Department Biliran Province State University |
| LUNCH BREAK | | | |



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| | | | |
|--|----------------|--|---|
| | 1:00-3:00PM | Building Strong Partnerships with Media and Community Stakeholders | Ms. Girlie C. Bilbao EPS II, Social Mobilization & Networking |
| | 3:00PM-onwards | Assignment of Articles and Crafting of Newsletter | DIO and LIOs |
| Day 2: January 30, 2026 | 8:00AM-11:30AM | CONTINUATION OF Crafting of Newsletter; Lay-outing and Printing | DIO and LIOs |
| | | LUNCH BREAK | |
| | 1:00PM-3:00PM | CONTINUATION OF Crafting of Newsletter; Lay-outing and Printing | DIO and LIOs |
| | 4:00PM-5:00PM | Ways Forward and Closing Program | DIO and LIOs |

8. Attendance to the said activity is a must. If the identified participant cannot attend due to equally important activity, a representative shall be sent as a replacement.
9. No registration fee shall be collected; however, accommodation, travelling, food, and other incidental expenses of the LIOs shall be charged against the School MOOE subject to the usual accounting and auditing rules and regulations.
10. This Division Memorandum shall serve as Authority to Travel of the identified participants.
11. Immediate dissemination of and compliance with this Memorandum is highly desired.


ROBERTO N. MANGALIMAN PhD, CESO VI
 Schools Division Superintendent



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