



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

June 24, 2025

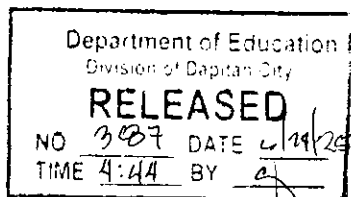
DIVISION MEMORANDUM


No. 307, s. 2025

To: **Johann Andrei A. Ladera**
Education Program Specialist II
Schools Governance and Operations Division

DESIGNATION AS DIVISION MEDIA COORDINATOR

1. In line with the continuing thrust of the Schools Division of Dapitan City to promote transparency and strengthen public awareness, you are hereby designated as Division Media Coordinator, effective immediately.
2. As Division Media Coordinator, you are expected to perform the following functions:
 - Act as the official link between the Schools Division Office (SDO) and media partners; prepare and release official statements and press materials.
 - Manage the SDO's social media platforms and coordinate website updates with the Information Technology Officer to ensure timely and accurate public information.
 - Lead documentation efforts (photo, video, and written reports) for major division activities, programs, and events.
 - Perform other tasks related to the efficient communication, documentation and dissemination of information to DepEd CO, RO and vice versa.
 - Submit regular reports on media activities, public feedback, and accomplishments to the Schools Division Superintendent.
3. This memorandum does not carry with it any additional remuneration and compensation.
4. For guidance and compliance.




JAY S. MONTALITO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

