



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-0097

To: Janette G. Veloso, CESO VI-Assistant Schools Division Superintendent
Eduard C. Amoguis, Ed.D- Chief Education Supervisor
Adones P. Layaguin, Ed.D-Education Program Supervisor
All Public Schools District Supervisors
All Elementary and Secondary School Heads

Subject: **CREATION AND COMPOSITION OF COMMUNICATION TEAM**

Date: January 20, 2026

1. To strengthen the dissemination of accurate and timely information regarding Division operations, programs, and activities, the creation of a **Communication Team** is hereby deemed necessary. To ensure that all articles are of quality as they are written, edited, and finalized in a professional and consistent manner.
2. The team shall be composed of personnel designated and selected personnel from other functional units, as follows:

Name	Position	School
Ian Jay G. Ramos	Teacher I	Igangon IS
Ma. Narcisa S. Gallaza	School Principal I	Sta. Filomena ES
Jay Mark I. Sausa	Master Teacher II	Antonio V. Fruto Sr. NHS
Gennelyn V. Dumadaug	Teacher I	Sta. Filomena ES
Levin Marrion F. Buagas	Teacher I	New Corella NHS
Saulo C. Dumdum	Teacher I	Kapalong NHS
Gwen A. Balgoma	Teacher V	Sua-on ES

4. The Communication Team shall be supervised and headed by the Division Information Officer, Dr. Adones P. Layaguin, Ed.D. and responsible to do the following Terms of Reference:
 - a. Write, edit, and finalize articles related to Division operations, programs, projects, and activities.
 - b. Ensure that written materials meet the standards of clarity, accuracy, and consistency.
 - c. Coordinate with Division personnel to gather information and updates for article preparation.
 - d. Assist in the publication and dissemination of articles through approved communication channels.
5. All personnel are enjoined to extend full support and cooperation to the newly created Communication Team to ensure the efficient documentation and communication of Division operations.
6. For information and compliance.



and/and
for: Creation and Composition Of Communication Team

REYNALDO B. MEDLORIDA, CESO V
Schools Division Superintendent