



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

12 Aug 2026

DIVISION MEMORANDUM
No. 402, s. 2026

**DESIGNATION OF DIVISION SCHOOLS PRESS CONFERENCE
PRINCIPAL COORDINATORS**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. In order to ensure the effective planning, coordination, implementation, monitoring, and evaluation of all activities related to the Division Schools Press Conference (DSPC) and Journalism Program of the Schools Division Office, the following school heads are hereby designated as Division Schools Press Conference Principal Coordinators:

Name	Position	School
Marilou T. Sara	Principal IV	Tulo Elementary School
Louie L. Alvarez	Principal IV	Lemery Pilot Elementary School

2. As Division Schools Press Conference Principal Coordinators, they shall work closely with the assigned Education Program Supervisors and shall coordinate, facilitate, and oversee all activities pertaining to the Schools Press Conference and Journalism Program, including but not limited to the following:

- Assist in the planning, organization, and implementation of Division Schools Press Conference activities;
- Coordinate with the Education Program Supervisors-in-Charge, Public Schools District Supervisors, school heads, and other stakeholders regarding matters related to campus journalism and press conferences;
- Facilitate the dissemination of information, guidelines, schedules, reports, and other communications relevant to School Press Conference activities;



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Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

- d. Assist in the preparation, consolidation, and submission of reports and documentary requirements related to journalism programs and competitions;
 - e. Coordinate logistical and operational requirements before, during, and after the conduct of Division Schools Press Conference activities; and
 - f. Perform other duties and responsibilities related to the Schools Press Conference and Campus Journalism Program as may be assigned by the Schools Division Superintendent or authorized officials.
3. All concerned are enjoined to extend their full cooperation and support to the designated coordinators to ensure the successful implementation of all School Press Conference and Journalism-related activities in the division.
4. This designation shall take effect immediately and shall remain in force until revoked or superseded by subsequent issuances.
5. For information, guidance, and compliance.


MARITES A. IBÁÑEZ, CESO V
Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

Issuance Division Memorandum

MLJCB/ DESIGNATION OF DIVISION SCHOOLS PRESS CONFERENCE PRINCIPAL COORDINATORS/R2-
154828/8/12/2026