



Republic of the Philippines
Department of the Interior and Local Government
Regional Office IV-A



REGIONAL ORDER
No: 2018-039

SUBJECT: RECOMPOSITION OF THE REGIONAL COMMUNICATIONS AND INFORMATION COMMITTEE

DATE: 19 January 2018

Pursuant to DILG Regional Office IV-A Regional Order No. 2017-604 issued to further strengthen the communication initiatives and agenda within the regional and provincial offices, the Regional Communications and Information Committee (CIC) was reorganized. In pursuit of further strengthening the structure of the committee and in light of the movement of personnel within the regional office, the aforementioned Regional Order is hereby amended as follows:

A. OBJECTIVE

The CIC, in its capacity as the communication arm of DILG Regional Office IV-A, shall ensure the continued and effective promotion of the thrust, programs, projects, and activities of the Department utilizing both the traditional and new modes of media distribution.

The CIC shall ensure the effectively delivery of the following:

- a. Formulation and execution of communication agenda, strategies and mechanisms within the regional and provincial offices
- b. Implementation of Information, Education, and Communication (IEC) activities of the DILG Regional Office IV-A
- c. Timely publication of press releases, features, and other articles highlighting the different PPAs of the Department
- d. Publication of Quarterly Newsletters and Annual Reports
- e. Production and publication of magazines, brochures, infographics, and other IEC materials
- f. Production of multimedia and audio visual presentations
- g. Management and maintenance of social media pages, news website, and other online platforms of the regional and provincial offices

B. COMPOSITION

MODERATOR:

ARD ARIEL O. IGLESIA, CESO V

CO MODERATORS:

LG00 VII JOHN M. CEREZO
LG00 VII ELOISA G. ROZUL
CAO VILMA B. DE TORRES

"Matino, Mahusay at Maaasahan"

3/F Anderson Bldg. 1, National Highway, Brgy. Parian, City of Calamba, Laguna 4027
827-4755; 827-4560; 827-4587; 827-3143 827-4745

PUBLICATION BOARD:

LG00 VI ELAINE L. TOMACLAS
LG00 VI JAY-AR T. BELTRAN

EDITORIAL BOARD

Editor in Chief

LG00 II FREDMOORE S. CAVAN
Regional Information Officer-Designate

Associate Editors

LG00 V MIA CARLA C. MOGUEIS
LG00 V JESSA MARIE S. MENDOZA
PO III ANGELIQUE MEI A. IDLAO

CONTENT DEVELOPERS

LG MED

LG00 V MARILEN GRACE T. ABEJERO
LG00 V CANDICE RONA B. RAMIREZ
LG00 V MICHICO R. ESCALANTE
PDS ALTHEA MARIE A. CINCO
RA JUDITH FAYE D. TORRES

PDMU

ISA KRISTOFFER G. MOJICA
IO III SARA ELAYNE M. CALIWAGAN

LGCDD

LG00 V CELIO C. FRANCIA
LG00 V BRIAN B. BALLON
LG00 V GILBERTO L. TUMAMAC
LG00 II EUNICE C. SALES

MBRTG

PDS MARINEL A. ABUYAN

FAD

AO III HANNAH GRACE P. SOLIS
ITO MAYBELINE MONTEIRO
DA REMMAR MOROSCALLO

Batangas

LG00 V JOSEPH N. SORIANO

Cavite

LG00 II MARY ROXANNE T. VICEDO

Laguna

LG00 V FLORABEL M. INGEL

Quezon

LG00 II ADRIANNE O. PLASUELO

RIZAL

LG00 II JEFREY R. GAMBAN

Lucena City

LG00 II ASHTON JALRA B. GARCIA

C. FUNCTIONS

1. **Moderator/Co-Moderators.** Shall lead and manage the operations of the CIC to ensure alignment of information materials to the Departments' thrust, programs, projects, and activities.
2. **Publication Board.** Shall verify the accuracy and veracity of publication contents and ensure the compliance thereof to current policy guidelines, moral and ethical standards.



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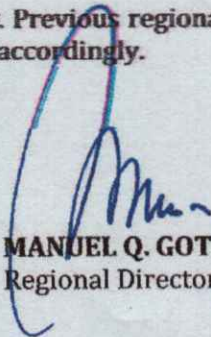
3. **Editorial Board.** Shall make sure that all contents submitted by the content developers meet media quality standards in terms of form, structure, and requirements. The Editorial Board shall take the lead in: (a) getting the content/material approved by the Publication Board/Moderator; (b) posting, disseminating, and promoting the approved content; (c) forwarding approved media materials from the content developers to the central office; and (d) ensuring proper filing and records keeping of all published materials. The members of the Editorial Board shall also initiate the development of other media materials as required by the management.
4. **Content Developers.** Regional and provincial content developers shall primarily initiate the creation of information materials such as articles, AVPs, IEC materials, infographics among others.

In addition to the functions contained herein, the Editorial Board and Content Developers shall continue to perform the following:

1. Conduct communication planning, meeting, fora;
2. Enhance capability of its members by conducting communication-related training and other capacity development interventions;
3. Strengthen media relations and regularly update the local media directory;
4. Arrange media interviews of Regional Director, Assistant Regional Director, Provincial Directors, Division Chiefs, and Cluster Heads or Programs Officers on various DILG programs and issues;
5. Build and strengthen networks with key stakeholders and provide communication advice to Provincial Offices and clusters, as requested and/or deemed necessary.

The Local Governance Regional Resource Center (LGRRC) shall continue to allocate funds for the sustainability and capacity development of the Regional Communications and Information Committee. Moreover, the Finance and Administrative Division (FAD) shall constantly provide administrative and logistical support in conduct of quarterly meetings, training, and other activities of the committee.

This Regional Order takes effect immediately. Previous regional orders and other related issuances inconsistent herewith are hereby modified accordingly.


MANUEL Q. GOTIS, CESO III
Regional Director



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