



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 21 2026

REGIONAL MEMORANDUM

No. 758, s. 2026

**ADDENDUM AND CORRIGENDUM TO REGIONAL MEMORANDUM NO. 739, S.
2026 RE:**

**MEDIA HANDLING, STRATEGIC COMMUNICATION, AND PROTOCOL TRAINING
FOR EDUCATION LEADERS**

To: Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. Relative to Regional Memorandum No. 739 s. 2026 titled Media Handling, Strategic Communication, and Protocol Training for Education Leaders, the following addendum and corrigendum are hereby issued for the information and guidance of all concerned:

- a. Venue – The training shall be held at Southview Hotel, Banilad, Dumaguete City.
- b. Updated annexes are hereby attached.
Annex A – Accommodation and Meal Provision
Annex B – Indicative Program of Activities
Enclosure 1 – Members of the Program Management Team (PMT)

c. Replacement of participants shall be made through an official Indorsement on or before July 21, 2026, 5:00 PM.

2. All other provisions stipulated in the aforementioned Memorandum still remain in effect.

3. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated

Reference: As stated

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

CAPACITY BUILDING

TRAINING

146/July 21, 2026/BBOG/HRDD/ ADDENDUM AND CORRIGENDUM Media Handling



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Annex A

ACCOMMODATION AND MEAL PROVISION

***“Media Handling, Strategic Communication, and Protocol Training for
Education Leaders”
July 23-25, 2026***

A. Accommodation

Training Venue	Southview Hotel, Banilad, Dumaguete City
Accommodation	2 Days
Check-In Dates/ Time	
2 - Resource Persons, 10 – select Program Management Team (PMT)	July 22, 2026 (Wednesday)/2:00 P.M.
Participants	July 23, 2026 (Thursday) afternoon.
Check-Out Dates/ Time	July 25, 2026 (Saturday) 12:00 P.M.

B. Meal Provision

	July 22 (10 PMT)	July 23	July 24	July 25
Breakfast		✓	✓	✓
AM Snacks			✓	✓
Lunch		x	✓	✓
PM Snack		✓	✓	
Dinner	✓	✓	✓	
Legend:				
Select PMT				
All PMT & Participants				



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Annex B

Indicative Program of Activities

**“Media Handling, Strategic Communication, and Protocol Training for
Education Leader”**

July 23-25, 2026

Date	Time	Activity	Persons in Charge
July 22, 2026	1:00 PM 5:00 PM	Meeting of the RO TWG/PMT and Resource Persons Tech run and Walkthrough	RO TWG and RICO P. LUCENA <i>Resource Person</i> MARIA VIRGINIA V. VISITACION <i>Resource Person</i>
July 23, 2026	12:00 – 1:30 PM	Arrival and Registration	RO TWG
	2:00 – 2:30 PM	Opening Program Opening Program • National Anthem • Prayer • DepEd Quality Policy Statement • DepEd NIR Regional Hymn • Introduction of the Participants • Words of Welcome • Words of Inspiration • House Rules • Health and Safety Talk • Introduction of the Resource Persons	RO TWG/Secretariat and Resource Persons • AVP • AVP • AVP • AVP KATHERINE Y. SEDILLO <i>Chief Education Supervisor, HRDD</i> ANTHONY H. LIOBET JD, CESO V <i>Assistant Regional Director</i> DR. RAMIR B. UYTICO, CESO III <i>Regional Director</i> • AVP DR. MISHELL MARIE V. GABAS <i>Medical Officer IV</i> BEBCE O. GENTILEZO <i>Education Program Specialist II, HRDD</i>



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	2:31 PM – 5:00 PM	Session Proper: RICO P. LUCENA <i>Resource Person</i> MARIA VIRGINIA V. VISITACION <i>Resource Person</i>
		DAY 1: MEDIA HANDLING FUNDAMENTALS <i>Theme: Building Confidence in Front of the Camera and the Public</i> Session 1: Understanding Today's Media Landscape • Traditional vs. digital media • How news is gathered and reported • The role of social media in public communication Session 2: Media Handling Essentials • Approaching interviews with confidence • Understanding media expectations • Common mistakes and how to avoid them Session 3: Crafting Key Messages • Staying on message under pressure • Building sound bites for clarity and impact • Simplifying complex information for public audiences Session 4: On-Camera Presence • Voice projection and articulation • Body language and non-verbal communication • Managing nervousness and projecting composure Workshop: Mock TV and Radio Interviews • Individual interview simulations • Peer and facilitator feedback • Coaching on message delivery and presence
	6:00 – 8:00 PM	Dinner
July 24, 2026	6:00 – 7:44 AM	Breakfast
	7:45 – 8:00 AM	Management of Learning • Nationalistic Song • Prayer • Energizer



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	8:01 – 11:59 AM	DAY 2: STRATEGIC COMMUNICATION AND CRISIS MANAGEMENT <i>Theme: Communicating with Credibility and Impact</i> Session 1: Public Speaking for Leaders • Speaking with authority and authenticity • Connecting with diverse audiences • Storytelling as a leadership communication tool Session 2: Social Media Etiquette and Digital Reputation • Personal vs. professional branding in public roles • Responsible social media use for government officials • Managing online criticism and public commentary	
	12:00 – 1:00 PM	Lunch	
	1:01 – 5:00 PM	Session 3: Crisis Communication • Responding under pressure with clarity and calm • Handling difficult and hostile questions • Communicating during emergencies and controversies Session 4: Press Conferences and Media Briefings • Planning and structuring a media briefing • Preparing talking points and statement formats • Managing Q&A sessions effectively Workshop: Crisis Communication Simulation • Mock press conference with challenging media scenarios • Peer and facilitator feedback • Debriefing on performance and key learnings	
	6:00 – 8:00 PM	Dinner	
July 25, 2026	6:00 – 7:44 AM	Breakfast	
	7:45 – 8:00 AM	Management of Learning • Nationalistic Song • Prayer • Energizer	



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8:01 AM - 11:00 AM	DAY 3: PROGRAM PROTOCOL MASTERY <i>Theme: Excellence in Public Events and Official Functions</i> Session 1: Fundamentals of Protocol and Professional Image • Why protocol matters in public and official roles • Professional image and institutional credibility • Common protocol violations and how to prevent them Session 2: Order of Precedence and VIP Management • Seating arrangements and order of precedence • Proper introductions and acknowledgments • Escorting and managing VIPs and dignitaries Session 3: Managing Events and Program Flow • Designing effective programs • Time management and contingency handling • Coordinating with protocol and stage teams Session 4 (Capstone): The Platform in Practice • Hosting formal and informal events • Proper introductions and audience management • Flag ceremony and national anthem protocol • Awarding and recognition ceremony management • Stage management essentials	
11:01 AM - 11:30 AM	Sharing of Insights Ways Forward End of Program Evaluation Closing Program	
11:31 AM - 12:00 PM	Lunch & Check-out Time	

Home Sweet Home



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Annex C

Prescribed Attire

***“Media Handling, Strategic Communication, and Protocol Training for
Education Leaders”***

July 23-25, 2026

Day	Attire	
	Participants	RO TWG
Day 0 - July 22, 2026		Wednesday Polo Shirt
Day 1 - July 23, 2026	RO Polo Shirt (Maroon) / Division Polo Shirt with Black Blazer	Thursday Polo Shirt with black Blazer
Day 2 – July 24, 2026	Any Corporate or Business Attire	Friday Uniform with Blazer
Day 3 – July 25, 2026	Smart Casual	



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Enclosure 1

Members of the Program Management Team

***“Media Handling, Strategic Communication, and Protocol Training for
Education Leader”***

July 23-25, 2026

Committee	TWG	Station/Division
Overall In-Charge	Katherine Y. Sedillo Chief Education Supervisor	HRDD
Program	Bebce O. Gentilezo Education Program Specialist II	HRDD
	Raffy L. Berina Education Program Supervisor	CLMD
Certificates and Training Logistics	Alan D. Bautista PhD Education Program Supervisor	HRDD
Registration and Attendance	Roy D. Villacorte PhD Education Program Supervisor	FTAD
Accommodation, Billeting, and Meals	Joe Marie C. Dolino OIC-Education Program Supervisor	HRDD
Documentation and Reports	Queenie E. Butalid EdD OIC-Education Program Supervisor	HRDD
Technical and Audio- Visual Support	Nathaniel E. Lajot Jr. IT Officer 1	ORD
	Almyr Caezar V. Dequina OIC – Administrative Officer V	ORD
	Rodolfo D. Apenas Jr. Clerk 1	ORD
	Alfredo Ticon Administrative Aide III	SDO Negros Oriental
	Eugene Quiampao Administrative Aide I	SDO Negros Oriental
Monitoring and Evaluation	Maricar E. Domicillo OIC - Education Program Supervisor	QAD
Health, Safety, and Welfare	Dr. Mishell Marie V. Gabas Medical Officer IV	ESSD