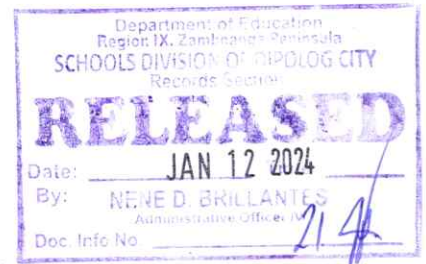




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



January 10, 2024

DIVISION MEMORANDUM

NO. 21, s. 2024

DESIGNATION OF SCHOOL PUBLIC ASSISTANCE COORDINATORS

TO: Chief, Schools Governance and Operations Division
Chief, Curriculum and Implementation Division
All Supervisors and Section/Unit Heads
All Elementary and Secondary School Heads
All Administrative Officers II/School Public Assistance Coordinators
This Division

1. In compliance with Department Memorandum No. 46, s. 2022, titled “Designation of Regional and Division Public Assistance Coordinator,” this Division issues this official memorandum to formally reinstate the appointment of designated School Public Assistance Coordinators (SPAC) across all campuses within its jurisdiction. **The SPAC, previously designated to teaching personnel, is now restructured to delegate its functions to school-based non-teaching personnel.** This strategic shift aims to enhance the effectiveness and efficiency of frontline services provided by the schools by ensuring satisfactory assistance and expeditious resolution of concerns from external and internal clients, all while relieving teachers from administrative duties to enable them to focus on their teaching responsibilities.
2. Specifically, the designated SPAC shall be tasked to:
 - a. Facilitate the collection of data for the Client Satisfaction Measurement (CSM) report;
 - b. Facilitate all concerns received or referred through Hotline 8888 and Contact Center ng Bayan (CCB) in coordination with the Division Public Assistance Coordinator and the PAS-PAAC in the central office;
 - c. Monitor all concerns referred by DPAC and PAAC and assist in their resolution;
 - d. Attend meetings, workshops and other related activities, and cascade the information to their respective offices and schools;
 - e. Prepare reports and related communications;
 - f. Coordinate with Schools Division Office and provide feedback if necessary;
 - g. Perform OBE-PACC functions during the duration of the Oplan Balik Eskwela, which is an annual activity; and
 - h. Perform other tasks related to DepEd PAS-PAAC programs, projects, and activities.



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3. The designated SPACs are the following:

NAME	SCHOOL
EAST DISTRICT	
MELODY O. RANOCO	ESTAKA ES
MELODY O. RANOCO	TURNO ES
GINA B. YUSOP	LINABO ES
GINA B. YUSOP	ST. JOHN ES
GINA B. YUSOP	UPPER DICAYAS IS
CHERIELYN E. HULAR	MINAOG ES
CHERIELYN E. HULAR	STO. NINO ES
CHERIELYN E. HULAR	DICAYAS ES
MARIE ANTONETTE A. BARRERA	LUGDUNGAN ES
MARIE ANTONETTE A. BARRERA	GULAYON IS
JO ANNE A. ABAD	ZNNHS MAIN
CHRISTINE L. VALLECER	ZNNHS TURNO
WEST DISTRICT	
ELSIE C. MANGINSAY	MIPUTAK EAST CS
ELSIE C. MANGINSAY	STA. ISABEL ES
JEANNE FAYETTE A. LABADAN	GALAS ES
JEANNE FAYETTE A. LABADAN	TUBOD IS
GENEVIEVE BERMUDEZ	STA. FILOMENA IS
GENEVIEVE BERMUDEZ	MAGSAYSAY ES
EDELENE T. CILOCILO	MIPUTAK NHS
WILLIAM M. REFUGIO	GALAS NHS
NORTH DISTRICT	
DOMINIC MAIKO S. DIAZ	DIPOLOG PILOT DS
DOMINIC MAIKO S. DIAZ	SPED
PRINCE JACINTO	BIASONG ES
PRINCE JACINTO	BARRA ES
EVANGELINE MUTIA	SICAYAB ES
ROSELYN GO	SICAYAB NHS
LENY D. DEL VALLE	DIPOLOG CITY NHS
SOUTH DISTRICT	
BLEIZE T. GUMELA	PUNTA CS
BLEIZE T. GUMELA	LAOY OLINGAN ES
MICHELE GRACE PESQUIRA	STA. CRUZ ES
GINA T. CAERMARE	SANGKOL ES
GINA T. CAERMARE	SINAMAN IS
LOUBERT LYLE POCULAN	SAN ALFONSO ES



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LOUBERT LYLE POCULAN	SAN JOSE ES
EVELYN E. MANDAO	OLINGAN SOUTH ES
EVELYN E. MANDAO	CAYASAN ES
ANNA MAY C. ALERIA	OLINGAN ES
VILLAMORA, ARNILDO	PAMANSALAN ES
VILLAMORA, ARNILDO	KEPYIANAN ES
VILLAMORA, ARNILDO	LINAY ES
STEPHEN H. GOYENA	PUNTA NHS
JOY CHRISTINE MAINQUE	AQUMATSHS
JOMARY J. MACARANAS	DIWAN ES
JOMARY J. MACARANAS	VIRGINIA ES
FEBE ARIANNE PAGULONG	COGON NHS
FEBE ARIANNE PAGULONG	COGON ES
JOHN LEO M. SAMANTE	PAMANSALAN ETHS
JOHN LEO M. SAMANTE	GUINSANGAAN ES

- The designated SPACs are requested to send the following data to the Division Public Assistance Coordinator (DPAC), Cielbert E. Dondoyano Jr., as soon as possible.
 - Complete Name, including middle name
 - Age, Sex, Birthday
 - Contact Number
 - DepEd Email
 - Facebook/Messenger Profile Name (provide screenshot if possible)
- The SPACs are also requested to include in their 2024 IPCRF Commitment the tasks and functions as SPAC under KRA Plus Factor.
- For more information, please contact the DPAC at 0956 590 9773 or through Facebook/Messenger: Syl Dondoyano.
- This memorandum shall take effect immediately. All other issuances and previous orders inconsistent hereof are now repealed or modified accordingly.
- Widest dissemination of this information to all concerned is highly desired.

MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent