



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



June 20, 2019

DIVISION MEMORANDUM
NO. 183, S. 2019

**SCHOOL AND DISTRICT COORDINATORS OF SPECIAL PROGRAMS,
PROJECTS AND ACTIVITIES (PPAs)**

To: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
All Others Concerned

1. To ensure the efficient implementation of the Special Programs of the Schools Division of Ilocos Sur, there shall be designated special program coordinators per school and district/ municipality to help facilitate/coordinate special programs, projects and activities (PPAs) of the Division.
2. In this connection, the most capable teaching/non-teaching personnel shall be designated as coordinators of the various Special Programs:

PROGRAMS	DESIGNATIONS	
	ELEMENTARY (With District Coordinators)	SECONDARY
A. School Health and Nutrition (SHN)		
1. School-Based Feeding Program (SBFP)/Nutrition Program	SBFP/Nutrition Coordinator District SBFP/Nutrition Coordinator	
2. National Drug Education Program (NDEP)	NDEP Coordinator District NDEP Coordinator	NDEP Coordinator
3. WASH in Schools (WinS)	WinS Coordinator District WinS Coordinator	WinS Coordinator
4. School Clinic	School Clinic Coordinator/Teacher District Clinic Coordinator/Teacher	School Clinic Coordinator/Teacher
5. Canteen	School Canteen Coordinator District Canteen Coordinator	School Canteen Coordinator
6. Adolescent Reproductive Health (ARH)		ARH Coordinator
7. Gulayan sa Paaralan Program (GPP)	GPP Coordinator District GPP Coordinator	GPP Coordinator
8. Pantawid Pamilyang Pilipino Program (4Ps)	4Ps School Coordinator District Coordinator	4Ps School Coordinator
B. Youth Formation (YF)		
1. Career Guidance Program (CGP)		CGP Coordinator
2. Student Government Program	District SPG Adviser Supreme Pupil Government (SPG) Adviser	Supreme Student Government (SSG) Adviser

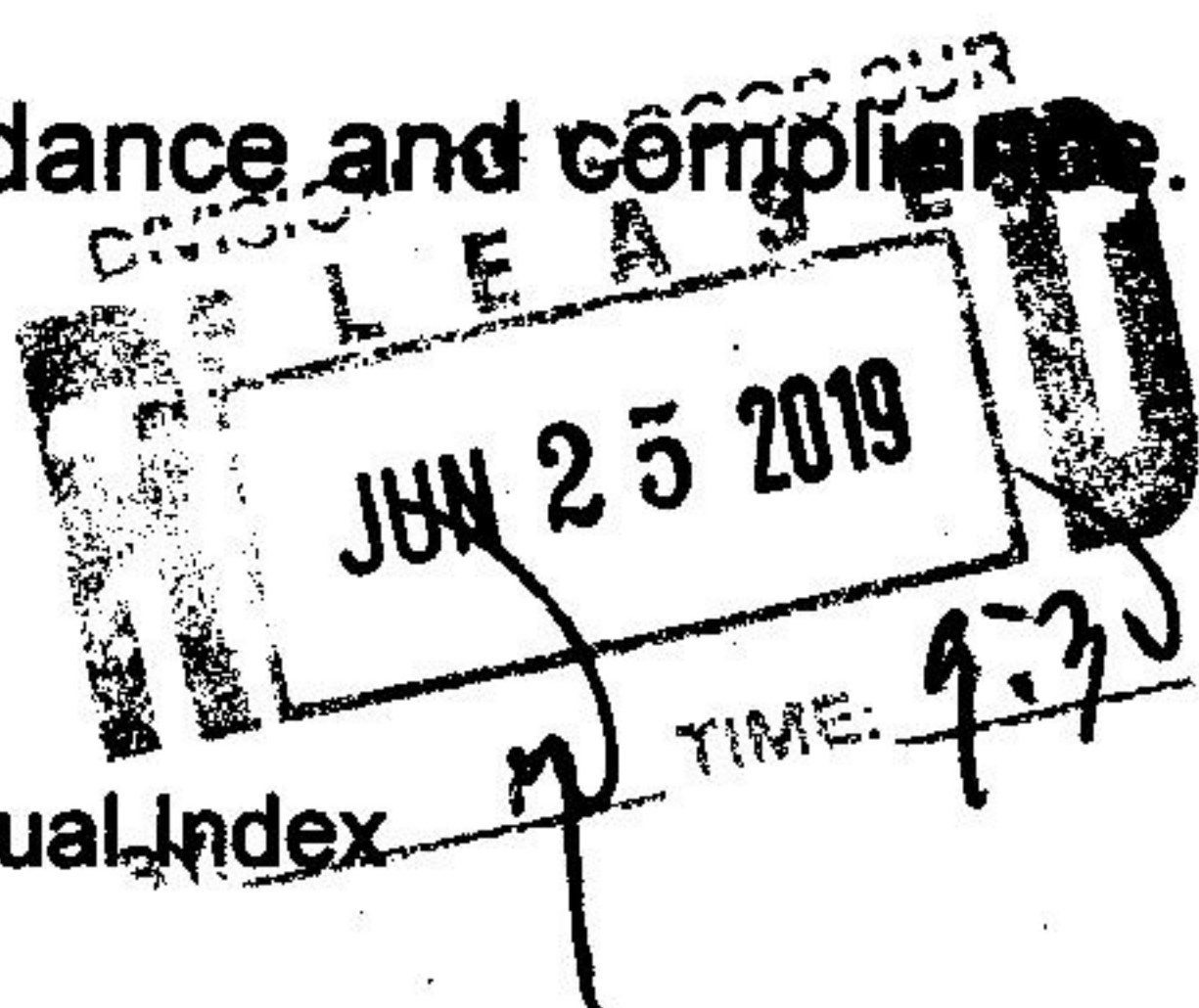


Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



3. YES-O	District YES-O Coordinator School YES-O Adviser	School YES-O Adviser
4. Girl Scout of the Philippines (GSP)	GS Troop Leaders District Field Adviser	GS School Coordinator
5. Boy Scout of the Philippines (BSP)	School BSP Coordinator/s District BSP Coordinator	School BSP Coordinator/s
C. Planning and Research (PR)		
1. Research	School Research Coordinator District Research Coordinator	School Research Coordinator
2. Planning	School LIS/EBEIS Coordinator District LIS/EBEIS Coordinator	School LIS/EBEIS Coordinator
D. School Mobilization and Networking (SMN)		
1. Adopt-a-School Program (ASP)	School ASP Coordinator District ASP Coordinator	School ASP Coordinator
2. Brigada Eskwela (BE)	School BE Coordinator District BE Coordinator	School BE Coordinator
3. Disaster Risk Reduction and Management (DRRM)	School DRRM Coordinator District DRRM Coordinator	School DRRM Coordinator
E. Human Resource Development (HRD)		
Gender and Development (GAD)	School GAD Coordinator District GAD Coordinator	School GAD Coordinator
F. Education Facilities		
School Properties	School Property Custodian District Property Custodian	School Property Custodian
G. School Management, Monitoring and Evaluation (SMME)		
School-Based Management (SBM)	SBM Coordinator District SBM Coordinator	SBM Coordinator
H. Sports Development		
School Sports	School Sports Officer	School Sports Officer
	Municipal Sports Officer (1 only for both levels)	

- Attached is the template for School Coordinators to be accomplished by school heads and for submission and consolidation by public schools district supervisors (PSDSs).
- Aside from School Coordinators, all elementary schools shall have District School Coordinators who are preferably school heads while Secondary Schools shall have School Coordinators only.
- The deadline of submission of accomplished templates is on July 3, 2019. Submit two (2) copies of the said templates to this Office (Attn.: SGOD). Use A4 bond paper, landscape orientation and Arial for the font.
- For information, guidance and compliance.



GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

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

Special Program Coordinators

School Governance and Operations Division

Designations



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



SCHOOL COORDINATORS OF THE DIFFERENT SPECIAL PROGRAMS

School: _____
District/Municipality: _____

PROGRAMS	DESIGNATIONS	SCHOOL COORDINATORS				DISTRICT COORDINATOR** Name, School, Position & Contact No.
		Name	School	Position	Contact No.	
A. School Health and Nutrition (SHN) 1. School-Based Feeding Program (SBFP)/Nutrition Program 2. National Drug Education Program (NDEP)	SBFP/Nutrition Coordinator (Elementary Only) NDEP Coordinator					
3. WASH in Schools (WINS)	WINS Coordinator					
4. School Clinic	School Clinic Coordinator/Teacher					
5. Canteen	School Canteen Coordinator					
6. Adolescent Reproductive Health (ARH)	ARH Coordinator (Secondary Only)					
7. Gulayan sa Paaralan Program (GPP)	GPP Coordinator					
8. Pantawid Pamilyang Pilipino Program (4Ps)	4Ps School Coordinator					



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



PROGRAMS		DESIGNATIONS		SCHOOL COORDINATORS				DISTRICT COORDINATOR**	
				Name	School	Position	Contact No.	Name, School, Position & Contact No.	
E. Human Resource Development (HRD)									
Gender and Development (GAD)		School GAD Coordinator							
F. Education Facilities									
School Properties		School Property Custodian							
G. School Management, Monitoring and Evaluation (SMME)									
School-Based Management (SBM)		SBM Coordinator							
H. Sports Development									
School Sports		School Sports Officer						Municipal Sports Officer (1 only for elementary and secondary levels)	
• Add more rows if necessary.									

* Add more rows if necessary.
** For elementary level only.

Submitted by:

APPROVED:

Public Schools District Supervisor

GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent