



Republic of the Philippines
Department of Education – Region III
TARLAC CITY SCHOOLS DIVISION

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DIVISION MEMORANDUM

No. 182, s. 2019

Date : August 13, 2019

To : School Heads of Public Elementary and Secondary Schools, Property Custodian, All Concerned

From: : The Office of the Schools Division Superintendent

Subject : **OMNIBUS DESIGNATION OF SCHOOL LEARNING AREA/SPECIAL PROGRAM FOCAL PERSON S.Y. 2019-2020**

1. In line with the continuous effort to improve the communication process with the schools and learning centers, this Office sets the following guidelines on the designation of school focal persons;
 - a. The Schools Division Superintendent or her authorized representative shall approve the subject area and Program Focal Person per school following the template attached. (Enclosure 1)
 - b. All designated School Focal Persons shall serve one (1) school year minimum and shall not be changed within the school year.
 - c. Designated Focal Person shall serve as the following:
 1. Manage and implement programs and projects in School/District to ensure data validity and effective utilization of the system/programs.
 2. Formulate plans for the School/District to effectively allocate the necessary resources of the Division to support regional and national strategy, operations, programs and projects.
 3. Participate and communicate with the Division and other School Coordinators with regards to the implementation/accomplishment of the Division/Regional/National related programs.
2. Immediate and wide dissemination of this Memorandum is desired.




TERESA D. MABABA, CESO V
Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. 102, s. 2019:

School Heading

LIST OF DESIGNATED LEARNING AREA/SPECIAL PROGRAM FOCAL PERSON

NAME	DESIGNATION

Recommended by:

School Head

Recommending approval:

ROBERT E. OSONGCO, Ed.D.
Chief, Curriculum Implementation Division

LEONIDA C. GARCIA
Chief, School Governance and Operations Division

APPROVED:

TERESA D. MABABA, CESO V
Schools Division Superintendent

LIST OF OFFICIAL LEARNING AREAS/SPECIAL PROGRAMS

I.

CURRICULUM IMPLEMENTATION DIVISION (CID)		
LEARNING AREAS / PROGRAMS		LEVEL
1	English	ES / HS
2	Mathematics	ES / HS
3	Science	ES / HS
4	Filipino	ES / HS
5	EPP (HE)	ES
6	EPP (IA AA)	ES
7	Araling Panlipunan	ES / HS
8	Edukasyon sa Pagpapakatao	ES / HS
9	TLE	HS
10	MAPEH	ES / HS
11	Kindergarten	ES
12	Senior High School	ES / HS
13	LRMDS	ES / HS
14	School Paper Adviser	ES / HS
15	Madrasah	ES
16	SPED	ES
17	SSES/STE	ES / HS

II.

SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)	
SPECIAL PROGRAMS / ORGANIZATIONS	LEVEL
Brigada Eskwela	ES / HS
Learner Information System / Basic Education Information System (LIS/BEIS)	ES / HS
Registrar Officer	ES / HS
Disaster Risk Reduction and Management (DRRM)	ES / HS
Health (Clinic)	ES / HS
Nutrition [School Based Feeding Program (SBFP)] / Canteen	ES / HS
Gulayan sa Paaralan [National Greening Program (NGP)]	ES / HS
Supreme Pupil Government (SPG) - Elementary Supreme Student Government (SSG) - Secondary	
SPORTS	ES / HS
Research	HS
Career Guidance	HS
National Drug Education Program (NDEP)	ES / HS

III.

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
1. Property Custodian
2. School Registrar ³
3. Disbursing Officer