



Republic of the Philippines
Department of Education
Region VI-Western Visayas
DIVISION OF AKLAN

Arch. G.M. Reyes Street, Kalibo, Aklan



July 01, 2019

DIVISION MEMORANDUM

No. 184 s. 2019


**IMPLEMENTING POLICIES ON THE DESIGNATION OF ACADEMIC-RELATED
AND NON-ACADEMIC-RELATED COORDINATORSHIPS**

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary/Integrated Schools
Teachers Concerned

1. As an offshoot of the coordination meeting held last June 28, 2019 at the Division Office ASJ Hall, there will be an implementation of policies on the designation of coordinatorships which are **academic-related** and **non-academic-related**.
2. Public Schools District Supervisors and School Heads are advised to use the enclosed template as Format to be accomplished and to be submitted for approval to the Division Office in bunch, district and school templates combined, using a long folder. Deadline will be July 10, 2019
3. School heads shall sit down with their teachers to agree on lumping of coordinatorships which are subject area-related, especially in small schools, so that our DepEd policy to maximize the time-on-task will still prevail to be implemented.
3. Proper coordination among the designated coordinators are hereby encouraged, both in school and in the district levels, so that there will be no conflict in the schedule of meetings which would affect learning outcome in school.
5. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


JOSE NIRO R. NILASCA

OIC, Office of the Asst. Schools Division Superintendent
In-Charge of Office 

Enclosure: as stated

Reference: Coordination Meeting dated June 28, 2019

Allotment: 3 (DO 57 s. 1997)

To be indicated in the Perpetual Index

Under the following subjects

SCHOOLS

COMMUNICATION

OFFICIALS

TEACHERS **POLICIES**

/DPP

A. List of District/School Coordinators and their Area of Coordination

Area of Coordination	Coordinator	
	Elementary Level	Secondary Level
1. Mother Tongue		
2. Filipino (Wika at Pagbasa)		
3. English (Language and Reading)		
4. Science		
5. Mathematics		
6. Araling Panlipunan		
7. EPP/TLE		
8. MAPEH/Sports		
9. EsP		
10. Multi-grade Education		
11. Kindergarten/ELLNP		
12. LRMDs/Property Custodian (LR)		
13. ADM		
14. Special Education Program		
15. Private School Education		
16. Monitoring & Evaluation (Testing, SBM)		
17. Social Mobilization & Networking (Brigada Eskwela, Adopt-A-School, DPDS, DRRM, 4Ps)		
18. Human Resource Development (GAD, Child Protection Program)		
19. Education Facilities (Physical)		
20. Health & Nutrition (Feeding, Deworming, Immunization, NDEP, OK sa DepEd, Gulayan sa Paaralan, Tree Planting, Reproductive Health)		
21. Planning & Research/ ICT on Data Management		
22. Youth Formation (Yes-O, SPG/SSG)		
23. Information & Technology Communication (Repair & Maintenance)		

Prepared and recommended by:

Approved:

PSDS or School head

Schools Division Superintendent

Important Reminders:

1. District Coordinators:

- For Academic - Teacher, teaching a specific subject
- For Non-academic – School Head or Teacher as assigned

2. School Coordinators are **NOT** District Coordinators.

3. PSDS recommends District Coordinators.

4. School Head recommends School Coordinators.

5. Schools Division Superintendent approves designations.