

September 19, 2018

DIVISION MEMORANDUM
No. 233, s. 2018

RECORDS SECTION

REVISING APPENDED POTFOLIO OF SCHOOL HEADS AND TEACHER-LEADERS AS COORDINATOR, CHAIRPERSON AND FOCAL PERSON

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors (EPS)
Public Schools District Supervisors (PSDS)
Public Elementary and Secondary School Heads
All Others Concerned

1. In view of equal opportunity, holistic approach and work specialization principles, the Schools Division Office (SDO) is directing all schools districts and secondary schools to revise and align the appended portfolio of elementary school heads (teachers in the secondary) and district teacher leaders as coordinator, chairperson and focal person effective **on or before November 5, 2018**.

2. The following terms are operationally defined to enlighten schools on designations:

- a. **Coordinator.** It manages a district or secondary school long-term curricular programs, activities and projects (PAPs) and serves as host and sets the time and schedule for an event, communicates details of PAPs to school coordinators and leads a specific event, monitoring and evaluation activity, contest or training in specific learning area. The services rendered by designated coordinator shall be construed for promotion based on existing policies.
- b. **Chairperson.** It coordinates a district or secondary school on the different related curricular or co-curricular programs either long-term or semestral period that are managed, supervised and coordinated as one unit which aims to achieve the outcomes of DepED and the SDO in the following areas like Reading Program, Sports Program, Literacy Program, Operations and Management, Shared Governance and the like. Chairmanship can be used to support an outstanding rating in the RPMS.
- c. **Focal Person.** It serves as spokesperson to short-term project or activity, undertaking or special venture intended for specific outputs such as Action Research and Senior High School (SHS) in line with predefined time, cost and with limitations that needs monitoring and evaluation by higher authorities. The designation may serve as merit for recognition.

3. The following shall serve as guidelines in designating District/School Coordinators, Chairpersons and Focal Persons:

- 3.1 The Coordinator, Chairperson or Focal Person shall serve only for three years in his/her designated or assigned learning area, program, activity or project.
- 3.2 The following are the signatories of designation orders: For Coordinators, it must be signed by the SDS; For Chairperson, it should be signed by the ASDS recommended by PSDS/Secondary School Principal; and for Focal Person, it may be signed by the PSDS/Secondary School Principals noted by the Division Personnel.
- 3.3 The focus of district or school initiatives of Designates shall be purposive and research-based particularly on curriculum implementation and schools governance and operations that can provide technical assistance and support to schools and learning centers.

3.4 All activities of the designates shall be held only during Thursdays until weekends pursuant to DepED Order No. 9, s. 2005 on Time-on-Task with the approval of the PSDS/Secondary School Principals and/or Superintendency.

4. Aside from specialization and line of interest, the following should be considered in assigning and designating school heads and district/school leaders:

Elementary Level


Principal III and IV	1 Learning Area, 2 Programs and 1 Activity or Project
Principal II	1 Learning Area, 1 Program and 1 Activity or Project
Principal I	1 Learning Area and 1 Program
Head Teacher	1 Learning Area and 1 Activity or Project
Teacher-in-Charge	1 Learning Area and/or 1 Activity or Project

For Teachers (District/Secondary School Level)

Master Teacher I and II	1 Learning Area, 1 Program and 1 Activity or Project
Teachers I-III	1 Learning Area and 1 Program or 1 Activity or Project

5. The Terms for Intended Learning and Operation Areas and Terms for Certificates can be found on the Enclosures.

6. For information, guidance and compliance.


RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

Reference: DepED Rationalization Program SDO Functions
Results-based Performance Management System
CSC Duties and Responsibilities of EPS

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

ASSIGNMENTS
CHAIRMANSHIPS
COORDINATORSHIPS
FUNCTIONS
GUIDELINES
LEARNING AREAS
SUPERVISION

ASDS_LMD
Memo_Instructional_Management

**TERMS FOR ELEMENTARY SCHOOL HEADS AND DISTRICT/SCHOOL
TEACHER-LEADERS AS COORDINATORS, CHAIRPERSONS AND
FOCAL PERSONS FOR THE INTENDED LEARNING
AND OPERATION AREAS AND APPENDED
PROGRAMS, ACTIVITIES OR PROJECTS (PAPS)**

Designation:	Coordinator	Chairperson	Focal Person
Scope:	Learning Area	Operations/Program	Activity or Project
Timeline:	Year Round/Constant	Semestral/Long-Term	Short-Term/One Shot
Areas:	English/SPFL/SPJ	<ul style="list-style-type: none"> Journalism 	<ul style="list-style-type: none"> ELLN Media
	Filipino	<ul style="list-style-type: none"> Human Resource Development (HRD) 	<ul style="list-style-type: none"> Learning and Development (L&D) RPMS
	Mathematics	<ul style="list-style-type: none"> School Management Monitoring and Evaluation Testing 	
	Science/SSES/STE	<ul style="list-style-type: none"> Research DRRM 	<ul style="list-style-type: none"> Yes-O Innovation
	Araling Panlipunan	<ul style="list-style-type: none"> Soc. Mob & Networking (Brigada Eskwela, Adopt-A-School) SBM 	<ul style="list-style-type: none"> GAD Senior Citizen 4 Ps PTA
	ICT	<ul style="list-style-type: none"> Pupil/Student Organization 	<ul style="list-style-type: none"> LAC Philippine Information Agency
	MAPEH	<ul style="list-style-type: none"> School Sports Scouting 	
	EsP	<ul style="list-style-type: none"> Guidance and Counseling 	<ul style="list-style-type: none"> Youth Formation Career Guidance Child Protection
	Home Economics	<ul style="list-style-type: none"> School Feeding Program Health and Nutrition Canteen Management 	
	IA/EA	<ul style="list-style-type: none"> Gulayan sa Paaralan 	<ul style="list-style-type: none"> IGP
	LRMDS	<ul style="list-style-type: none"> Information System 	<ul style="list-style-type: none"> LIS eBEIS PMIS
	ECE/Kindergarten	<ul style="list-style-type: none"> MTB-MLE Headstart 	
	Multigrade		
	SPA/SPS		
	ADM (Open HS)		
	SHS (Per CD)		<ul style="list-style-type: none"> SHS (Per Secondary School)
Inclusive Education	ALS		
	SPED		
	IPED		
	Madrasah		

Title, Function of the Recipient, Nature and Uses of Certificates

Title of Certificate	Function of the Recipient	Nature	Appraisal for Personal and Professional Growth
Certificate of Recognition	<ul style="list-style-type: none"> • Trainer • Speaker • Coordinator • Resource Person/Speaker • Chair and Co-chair • Outstanding Employee • Awardee • Champion 	<ul style="list-style-type: none"> • Outstanding Performance and accomplishments • Winnings in Contests • Awards • Technical Committee in Trainings • Exemplary Performance 	<ul style="list-style-type: none"> • Can be Construed for Promotion • Credential Used in RPMS cannot be used for promotion • Curriculum Vitae Additional Credential
Certificate of Merit	<ul style="list-style-type: none"> • Writer • Evaluator • Validator • Officiating Official • Focal Person • Proponent 	<ul style="list-style-type: none"> • Commendable accomplishments • Workplan • Special Program and Participation 	<ul style="list-style-type: none"> • To support Outstanding RPMS Rating • Special Recognition • Proof of Competitiveness
Certificate of Completion	<ul style="list-style-type: none"> • Completer 	<ul style="list-style-type: none"> • Specialized Training • Scholarship • Series of Trainings more than 3 days 	<ul style="list-style-type: none"> • Can be Construed for Promotion (3-day Training) • 1 point per month for scholarship
Certificate of Participation	<ul style="list-style-type: none"> • Participant 	<ul style="list-style-type: none"> • Training • Seminars • Orientation • LAC • Events 	<ul style="list-style-type: none"> • Can be Construed for Promotion (3-day Training) • 201 Files • CPD • RPMS
Certificate of Appreciation	<ul style="list-style-type: none"> • Facilitator • Judge • Event Speaker • TWG members 	<ul style="list-style-type: none"> • Graduation • Special Event • Contest • Seminar 	<ul style="list-style-type: none"> • RPMS • Proof of Competencies
Certificate of Appearance	<ul style="list-style-type: none"> • Attendee 	<ul style="list-style-type: none"> • Meeting • Training/Seminar • Conferment • Submission of Documents • Attendance in an Event 	<ul style="list-style-type: none"> • Reimbursement • Legal Purpose • Proof for DTR