

MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
Chief - Curriculum Implementation Division
OIC Chief - School Governance and Operation Division
Public Schools District Supervisors
Elementary and Secondary School Heads
District – Adopt A School Program Coordinators
School Adopt A School Program Coordinators
All Others Concerned

FROM : *for* DR. ROMMEL C. BAUTISTA, CESO VI
Schools Division Superintendent

SUBJECT : **Elected District Adopt A School Program Coordinators**

DATE : January 26, 2016

Please be informed that the following names listed hereunder were elected as District Adopt A School Program Coordinators during the conduct of the Division Adopt A School Program Orientation held last November 24, 2015 at the Division Conference Hall.

Elementary Level:

District I – A – Mrs. Naja Suarez – Bagong Nayon - IV Elem. School
Assistant – Coor. – Mr. Joel S. Narvasa – Bagong Nayon - I Elem. School
District I - B – Mary Jean Samillano – Dela Paz Elementary School
District I – C – Zenaida A. Ignacio – Mambugan Elementary School
District II – A – Mrs. Gemilyn G. Marquez – Isaias Tapales Elementary School
District II – B – Mrs. Imelda P. Jarapa – Lores Elementary School
District II – C – Mr. Richard L. Batalon – Pantay Elementary School
District II – D – Mr. Ernesto S. Montemayor Jr. – Rizza Elem. School

Secondary Level:

District I – A – Samaritana B. Magtaos – Bagong Nayon - II NHS
District I - B – Mr. Maylord B. Crespo – San Isidro National High School
District I – C – Marie Rose I. Daños – Mayamot National High School
District II – A – Mr. Mark Wynn O. Comeo – SJNHS – Dalig Extension
District II – B – Mrs. Jakie Lou M. Bonagua – Marcelino M. Santos NHS
District II – C – Mrs. Roxanne R. Gomez – Magximo Gatlabaya MNHS
District II – D – Mrs. Rowena S. Labuguin – ANHS – Canumay Extension

In addition to their duties and responsibilities as Teacher and School Adopt A School Coordinators, they will perform the following tasks;

1. Identify potential partner entities who could be engaged in supporting the priority programs and projects of the School and Division Adopt A School Program;
2. They will assist the Division ASP-Cordinator in the supervision of the ASP activities / project in the District and Division;
3. Coordinate with the Division ASP-Cordinator all the ASP concerns needed of the school within their district; (e.g. training/seminar-workshop, technical support)
4. Assist to facilitate the review and approval of the Memorandum of Agreement or / and Memorandum of Understanding within school stakeholders;
5. Provide advice, support and direction to the School ASP development group in strategic and resource matters and other initiatives;
6. Coordinate, facilitate and supervise the conduct of Brigada Eskwela Activities in the district;
7. Provide plans relating to resource provision and or mobilization;
8. Consolidate and submit District ASP reports on generated resources to the Division ASP, on a regular basis
9. Attend meetings;
10. Do related task.

For information and guidance.