



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2022- 008

To: Rebecca C. Sagot, EdD, CESO VI, ASDS  
Eduard C. Amoguis, EdD, Chief EPS -CID  
Janice A. Fernandez – PSDS  
Kapalong West District School Heads

Subject: **SCHOOL COORDINATORS' CONFERENCE OF KAPALONG WEST DISTRICT**

Date: August 8, 2022

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1. The school coordinators are the primary in charge of managing programs and curriculums and ensuring the welfare of students and workers in the school. Their responsibilities revolve around overseeing the training procedures of teachers and other employees, establishing academic guidelines, liaising with external parties, and coordinating with administrators. They may also devise strategies to produce effective teaching materials and facilities, create progress reports, and identify areas needing improvement. Hence, the role of school coordinators is very imperative to the teaching and learning situation of the school.
2. In line with the recognition of the important roles of the different coordinators in the school especially in ensuring the effective implementation of the K to 12 curriculum amid the challenges posed by the pandemic, this Office informs all the schools in Kapalong West District on the conduct of **School Coordinators' Conference** with the **Public Schools District Supervisor** on **August 11, 2022, 9:00a.m.** at **Gabuyan Central Elementary School, Gabuyan, Kapalong, Davao del Norte.**
3. The objectives of the conference are as follows:
  - a. Release of Designation as District Coordinator in the specific fields;
  - b. Revisit the roles and responsibilities of each coordinator;
  - c. Share action plans with co-coordinators for the smooth implementation of activities for SY 2022 – 2023.
4. All participants are advised to bring their Action Plans for SY 2022-2023. Further, the list of participants is attached to this memorandum.





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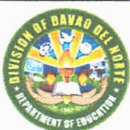
5. Traveling and other incidental expenses on the conduct of this activity shall be chargeable against the school Maintenance and Other Operating Expenses (MOOE) funds subject to the usual government accounting and auditing rules and regulations.
6. The teaching personnel involved in this activity are entitled to service credits for the services rendered during the summer break as stipulated in DepEd Order No. 53, s. 2003.
7. All concerned are required to STRICTLY observe the health protocols as prescribed by the IATF. Further, everyone is also encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this Office.
8. Further, this Office reiterates the strict observance of health protocols such as social distancing, wearing of face masks, and other protocols as prescribed by the IATF on Covid19 pandemic.
9. Immediate dissemination of this memorandum is desired.

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

**REBECCA C. SAGOT**  
Assistant Schools Division Superintendent

*c10/jaf*





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**Office of the Schools Division Superintendent**

**List of Participants per School in Kapalong West District  
School Coordinators' Conference  
August 11, 2022  
Gabuyan Central Elementary School**

<b>COORDINATORSHIP</b>	<b>NAME</b>	<b>SCHOOL</b>
<b>Subject Coordinators ELEMENTARY</b>		
Filipino	Elizabeth G. Claro	Pag-asa ES
English	Rosamon C. Intong	Sampao IS
Math	Letty B. Agni	Gabuyan CES
Science	Ruby Jean P. Rebote	Tiburcia ES
AP	Merafel L. Collado	Sampao IS
MAPEH	Mary Grace R. Item	Pag-asa ES
EPP	Vivien M. Alerta	Luna ES
ESP	Arsenia L. Tagmomo	Semong ES
MTB/MLE	Marilyn V. Balaud	Luna ES
Kindergarten	Joe-Ann L. Gundaya	Tiburcia ES
<b>Program Coordinators ELEMENTARY</b>		
Brigada Eskwela	Jovelyn P. Dana	Gabuyan CES
SPED	Marryza Fe G. Ines	Gabuyan CES
Property Custodian	Marryza Fe G. Ines	Gabuyan CES
4P' s	Marilou J. Pono	Gabuyan CES
CSE	Romelle T. Rotol	Gabuyan CES
LAC		
DRRM	Joel A. Rapal	Gabuyan CES
Physical Facilities		
Planning	Sonia M. Doriman	Gabuyan CES
HRD		
LRMDS/ Library	Rocela R. Bayoneta	Gabuyan CES
ELLN		
Clinic	Stellamaris P. Rabe	Gabuyan CES
WINS		
LIS	Jonalyn A. Limos	Gabuyan CES
ICT		
Information Officer		

For The Schools Division Superintendent

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**REBECCA C. SAGOT**  
Assistant Schools Division Superintendent





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Reading	Premielyn F. Sagsagat	Doña Carmen Soriano ES
SBFP Focal	Ruby G. Manatad	Doña Carmen Soriano ES
NDEP	Ronelio B. Agustin	Semong ES
Project WATCH	Susan R. Rasucay	Pag-asa ES
Girl Scout	Ronalyn A. Postre	Sampao IS
Boy Scout	Arvin Belleza	Bunawan ES
Sports	Jessic N. Cañete	Pedro Colita Sr. ES
Research	Ruby Jean P. Rebote	Tiburcia ES

<b>COORDINATORSHIP</b>	<b>NAME</b>	<b>SCHOOL</b>
<b>Subject Coordinators SECONDARY</b>		
Math	Fe B. Agni	Luna NHS
Science	Anivic A. Manile	Semong NHS
AP	Mary Ian N. Macalde	Semong NHS
MAPEH	Sharah Mae N. Belleza	Semong NHS
<b>Program Coordinators SECONDARY</b>		
CSE	Mary Ian N. Macalde	Semong NHS
School Paper	Emmalyn A. Atucha	Doña Carmen Soriano NHS

For The Schools Division Superintendent  
  
**REBECCA C. SAGOT**  
Assistant Schools Division Superintendent

