



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF SAGAY CITY**

---

April 27, 2026

**DIVISION MEMORANDUM**

No. 294, s. 2026

**STRENGTHENING COORDINATION MECHANISMS FOR PROGRAMS AND  
ACTIVITIES SUPPORTED BY THE OFFICE OF THE CONGRESSMAN OF THE  
SECOND CONGRESSIONAL DISTRICT**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Unit and Section Heads  
All Others Concerned

1. In support of strengthened collaboration and coordination between the Schools Division Office of Sagay City and the Office of the Congressman of the Second Congressional District, this Office hereby adopts mechanisms to ensure effective coordination, communication, representation, documentation, accountability, and monitoring of programs and activities supported through congressional assistance and partnership initiatives.
2. This issuance is anchored on the discussions, presentations, and partnership engagement conducted during *A Day with Cong Thirty*, wherein various programs, projects, and activities of the Schools Division Office were presented for possible support and assistance from the Office of Congressman Alfredo D. Marañon III.
3. The coordination mechanisms established under this Memorandum shall cover the programs, projects, and activities presented and discussed during *A Day with Cong Thirty* for possible support and assistance from the Office of Congressman Alfredo D. Marañon III. Programs, projects, and activities not included or presented during the said engagement shall first be submitted to the Office of the Schools Division Superintendent for review, consideration, and appropriate guidance prior to endorsement, coordination, or submission for possible congressional support and assistance.
4. The respective program owners of the Schools Division Office shall take the lead in the preparation, development, refinement, and submission of proposals, implementation plans, and other necessary supporting documents related to the programs, projects, and activities under their respective areas of responsibility, subject to existing DepEd policies, standards, and approval processes. Program owners shall likewise ensure proper implementation, monitoring, documentation, reporting, and coordination relative to approved programs and activities.



---

Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Telephone Nos. 488-02-15; 722-0597



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF SAGAY CITY**

5. The following personnel are hereby designated to provide administrative and coordination support for congressional-supported programs and activities:

<b>Designation</b>	<b>Name and Position</b>
Program Administrative Coordinator	Rhea P. Baroba <i>AO IV, Records</i>
Assistant Program Administrative Coordinator	Jomelyn G. Beleganio <i>AdAS III, OSDS</i>

6. To ensure effective coordination, implementation, monitoring, documentation, accountability, and compliance with existing policies and procedures relative to congressional-supported programs and activities, the following functions and responsibilities shall be observed by the designated personnel:

- a. Program Owners. The Program Owners shall:
  - i. Lead the conceptualization, preparation, development, refinement, and submission of proposals for programs, projects, and activities for possible congressional support and assistance;
  - ii. Ensure that proposals, implementation plans, and related activities are aligned with the priorities, needs, and strategic directions of the Schools Division Office;
  - iii. Coordinate with concerned offices and stakeholders relative to the implementation of approved programs and activities;
  - iv. Prepare and submit necessary documentary requirements, implementation updates, accomplishment reports, and other related reports;
  - v. Monitor implementation and provide necessary technical support related to the assigned program, project, or activity;
  - vi. Prepare, facilitate, and ensure the completeness and timely submission of documentary, financial, and liquidation requirements related to approved programs, projects, and activities under their respective areas of responsibility; and
  - vii. Perform other related functions as may be assigned by this Office.
- b. Program Administrative Coordinator and Assistant Program Administrative Coordinator. The Program Administrative Coordinator and Assistant Program Administrative Coordinator shall:
  - i. Facilitate coordination relative to administrative requirements, schedules, meetings, communications, and documentation related to congressional-supported programs and activities;
  - ii. Assist in the monitoring and facilitation of financial, documentary, and administrative requirements related to the implementation of programs and activities;
  - iii. Assist in ensuring completeness and timely submission of supporting documents, financial reports, and liquidation requirements related to congressional-supported programs and activities;



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Telephone Nos. 488-02-15; 722-0597



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF SAGAY CITY**

- iv. Coordinate implementation-related concerns with concerned offices and stakeholders, as necessary;
- v. Assist in the consolidation of updates, accomplishments, and reports related to congressional-supported programs and activities; and
- vi. Perform other related functions necessary to support effective coordination and implementation of programs and activities.

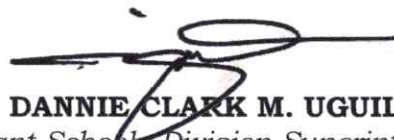
7. Programs, projects, and activities not covered under this Memorandum but which may subsequently be identified, proposed, supported, or implemented in coordination with the Office of the Congressman of the Second Congressional District shall be subject to a separate issuance or supplemental memorandum, as may be necessary.

8. All Program Owners, Program Administrative Coordinators, and Assistant Program Administrative Coordinators are hereby directed to strictly observe and comply with the provisions of Division Memorandum No. 264, s. 2026, titled *Strengthening Protocols on Coordination, Representation, and Public Communication*, in the performance of their duties and responsibilities relative to Local Government-supported programs and activities.

9. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination on account of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliations or other personal circumstances.

10. This Memorandum shall take effect immediately upon issuance and shall remain in force unless sooner amended, modified, or rescinded.

11. Immediate dissemination of and compliance with this Memorandum is directed.



**DANNIE CLARK M. UGUIL**  
*Assistant Schools Division Superintendent  
Officer In-charge  
Office of the Schools Division Superintendent*



Enclosure : None  
Reference : None  
No. of Pages : 3  
To be indicate in the **Perpetual Index** under the following subjects:  
**COORDINATION      GOVERNANCE      DIVISION**

FN: dcmu/SDS\_042726



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Telephone Nos. 488-02-15; 722-0597