



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

April 27, 2026

DIVISION MEMORANDUM

No. 295, s. 2026

STRENGTHENING COORDINATION MECHANISMS FOR LOCAL GOVERNMENT-SUPPORTED PROGRAMS AND ACTIVITIES

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 Local Government Unit of Sagay City, this Office hereby adopts mechanisms to ensure effective coordination, communication, representation, implementation support, documentation, accountability, and monitoring of Local Government-supported programs and activities.
2. As part of these coordination mechanisms, designated Division Focal Persons and Program Administrative Coordinators shall be assigned to specific programs and activities to ensure efficient implementation, proper coordination with concerned offices, and alignment with existing Department of Education policies, standards, and priorities.
3. Consistent with existing policies on official representation, coordination, accountability, and institutional collaboration, the following guidelines shall be observed:
 - a. All communications, engagements, and official representations related to Local Government-supported programs and activities shall be properly coordinated through this Office.
 - b. Designated Division Focal Persons shall serve as the primary technical and program coordinators of the Schools Division Office for their assigned programs and activities.
 - c. Designated Program Administrative Coordinators, who shall likewise serve as the Local School Board (LSB) Liaison Officers for their assigned programs and activities, shall oversee and facilitate coordination on administrative, financial, documentation, and liquidation requirements related to program implementation.
 - d. Division Focal Persons and Program Administrative Coordinators shall closely collaborate to ensure efficient implementation, monitoring, documentation, reporting, and compliance with program requirements.



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- e. All activities and implementation mechanisms shall remain aligned with existing DepEd policies, standards, and priorities.
- f. Reports, accomplishments, issues, concerns, and recommendations related to the implementation of programs and activities shall be regularly submitted to the Office of the Schools Division Superintendent.

4. The following personnel are hereby designated as Division Focal Persons for the following programs and activities:

Program/Activity	Division Focal Person
Re-READS (<i>Reinforced-Reading Enhancement Activity for Development of Sagay</i>)	Jona A. Esmalla <i>OIC – EPS, English</i>
E-SMILE (<i>Enhanced Special Mathematics Intervention for Learning Enrichment</i>)	Nova B. Zamora <i>EPS, Mathematics</i>
DROIDS 21 (<i>Drive into a Reengineered Opportunity and Innovative Development in Science for the 21st Century Sagaynons</i>)	Marlon L. Solivio <i>EPS, Science</i>
Project CUEVA ALS (<i>Capacitating the Underprivileged through Education and Valuable Assistance by the medium of Alternative Learning System</i>)	Feliciano D. Mercurio Jr. <i>EPS, ALS</i>
Young Leader’s Summit	Princess Harney C. Basa <i>PDO I, Learner Formation</i>
Project Lapis kag Papel	Rhea P. Baroba <i>AO IV, Records</i>
Project School – Based Civil Registration Assistance Program for Learners	Jerald Maglantay <i>EPS II, Social Mobilization</i>
School – Based Feeding Program Central Kitchen	Grace B. Lanutan <i>Nurse II, School Health and Nutrition</i>
Historical Events and Civic Commemorations	Jordan T. Beleganio <i>EPS, Araling Panlipunan</i>

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

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



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

- a. Division Focal Persons. The Division Focal Persons shall:
 - i. Lead the technical coordination and implementation support for the assigned program or activity;
 - ii. Serve as liaison of the Schools Division Office with the Local Government Unit, schools, and concerned offices relative to program implementation;
 - iii. Prepare and/or facilitate the preparation of project proposals, activity proposals, implementation plans, and other necessary documents related to the assigned program or activity, subject to existing DepEd policies, standards, and approval processes;
 - iv. Facilitate dissemination of guidelines, schedules, activities, and related communications to concerned personnel and schools;
 - v. Monitor implementation and provide technical assistance and support, as necessary;
 - vi. Consolidate and submit reports, accomplishments, issues, concerns, and recommendations related to the assigned program or activity;
 - vii. Prepare, facilitate, and ensure the completeness and timely submission of documentary, financial, and liquidation requirements related to the assigned program or activity, subject to existing accounting, auditing, and DepEd policies and procedures; and
 - viii. Perform other related functions as may be assigned by this Office.

- b. Program Administrative Coordinator and Assistant Program Administrative Coordinator/ LSB Liaison Officers. The Program Administrative Coordinator and Assistant Program Administrative Coordinator/ LSB Liaison Officers shall:
 - i. Coordinate with the Local School Board, Local Government Unit, and concerned offices relative to administrative, financial, and implementation requirements of the programs and activities;
 - ii. Facilitate and monitor documentary requirements related to program implementation and utilization of resources and support;
 - iii. Assist in ensuring completeness and timely submission of supporting documents and liquidation requirements;
 - iv. Coordinate schedules, meetings, and implementation-related concerns of the assigned programs and activities; and
 - v. Perform other related functions necessary to support effective implementation and coordination of programs and activities.



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7. All designated Division Focal Persons, Program Administrative Coordinators, and Assistant Program Administrative Coordinators/ LSB Liaison Officers 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.
8. Programs and activities not included in this Memorandum but which may subsequently be identified, initiated, supported, or implemented in coordination with the Local Government Unit shall be covered by a separate issuance or supplemental memorandum, as may be necessary.
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 : 4
To be indicate in the **Perpetual Index** under the following subjects:
COORDINATION GOVERNANCE DIVISION

FN: dcmu/SDS_042726



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