



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



November 20, 2017

DIVISION MEMORANDUM
No. 1084, series of 2017

Designation Order
Division IPEd Focal Person

TO : PATRIOTISO O. PEÑAS
Public Schools District Supervisor

In the exigency of the service, you are hereby designated as the **Division IPEd Focal Person**. With this, you shall have the following duties and responsibilities:

- a. Oversee IPEd Program implementation in support of SDO senior management
- b. Finalize the School /District IPEd Work and Financial Plan (WFP) and ensures its timely submission
- c. Monitor the utilization of the IPEd Program Support Fund (PSF) of the SDO
- d. Provide timely feedback and reports to SDO senior management especially on matters requiring management decision and intervention
- e. Coordinate with and provides timely feedback to the RO and IPsEO on policy, program and operational concerns
- f. Facilitate at the school and at the district levels respectively, discussions to set SDO directions and plans for the IPEd Program informed by the discussions with IPEd-implementing schools and IP community partners
- g. Convene meetings, consultations and other related activities with IP community partners (i.e., IP elders and other community representatives engaged with DepEd on IPEd) in relation to IP Program directions and plans at the district and school level
- h. Coordinate the provision of technical assistance within the SDO, district, school, and learning centers
- i. Coordinate with the appropriate offices/units and persons within and outside DepEd at the district and school level as needed in the implementation of IPEd activities
- j. Coordinate with offices and other school/district coordinators/program coordinators within the SDO to ensure that IPEd concerns are addressed in operations and implementation of programs and projects
- k. Initiate specific IPEd activities based on national policy and program directions in coordination with the appropriate offices and programs in the SDO
- l. Represent the School Head/Public Schools District Supervisor, particularly the IPEd Program, in gatherings, meetings, and other forums involving various stakeholders
- m. Facilitate the resolution of IP-related issues and concerns referred by various offices at the school and at the district level
- n. Provide technical assistance to IP community partners, civil society support groups/NGOs, private learning institutions serving IP learners in the resolution of issues and concerns at the school and district level/s
- o. Prepare the necessary reports and ensures their timely submission
- p. Maintain a well-organized archive of IPEd Program documents
- q. Ensure proper orientation on program processes and turnover of documents in the event that a new *division IPEd* coordinator is designated

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- r. Perform other ad hoc functions as agreed with SDO and RO senior management, and IPsEO

All memoranda and previous related issuances inconsistent herewith are deemed repealed accordingly.

This designation shall take effect immediately.



WINNIE E. BATOON, Ed.D.
Officer-Incharge
Office of the Schools Division Superintendent

Encls:

References: DepED Order

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

DESIGNATION ORDER

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ALTERNATE FOCAL PERSON

11/20/2017

DepEd Schools Division Office

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