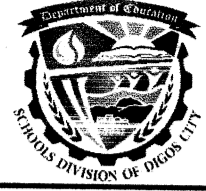




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



November 23, 2017

DIVISION MEMORANDUM

No. 1100 s. 2017

Designation Order

Division Guidance Coordinator, Child Protection and Anti-Bullying Coordinator, Bids and Awards Committee Secretariat Member

TO : ROFELIA T. DE MESA
Guidance Coordinator II
School Governance and Operations Division

In the exigency of the service, you are hereby designated as the **Child Protection and Anti-Bullying Coordinator, Bids and Awards Committee Secretariat Member** in addition to your inherent function as **Division Guidance Coordinator** of the City Schools Division of Digos City. With this, you shall have the following duties and responsibilities:

As Division Guidance Coordinator:

1. Supervises the guidance programs of the division;
2. Provide technical assistance in the implementation of the schools' Guidance Program;
3. Provide seminars and updates to Division Guidance Counselors and Guidance Associates;
4. Provide guidance related seminars to schools;
5. Provide counseling services to schools needing professional help;
6. Acts as consultant to parents, out of school youths and community;
7. Assist in the utilization and interpretation of the Test Results;
8. Provide other guidance support services; and
9. Coordinate and support the national and regional coordinated and initiated programs, activities, projects, and special events.

As Child Protection Policy and Anti-Bullying Coordinator:

1. Conduct information-dissemination and capacity-building activities for teachers, guidance counselors, and members of the Child Protection Committees on the handling bullying cases;
2. Monitor the adoption of anti-bullying policies in all public and private elementary and secondary schools within the Division, maintain a repository of such policies, and submit reports on compliance to the Regional Office;
3. Coordinate with appropriate offices and other agencies or instrumentalities for such assistance as it may require in the performance of its functions
4. Encourage and support activities and anti-bullying campaigns initiated by stakeholders; and
5. Consolidate the reports on incidents and cases of bullying of all schools in the Division and submit a Division Report to the Regional Office (Annex of DepED Order No. 40, 2012)

As Bids and Awards Committee (BAC) Secretariat Member

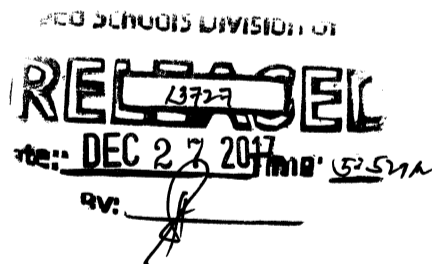
1. Provide administrative support to the BAC;
2. Organize and make all necessary arrangements for BAC meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC
4. Take custody of procurement documents, and other records
5. Manage the sale and distribution of Bidding Documents to interested bidders;
6. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
7. Assist in managing the procurement processes;
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required;
9. Consolidate PPMPs from various units of the procuring entity to make them available for review and for APP preparation;
10. Act as the central channel of communications for the BAC with end users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public; and
11. Perform other related functions as deemed necessary

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

This designation shall take effect immediately.



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



Ends:
References: DepED Order
To be indicated in the Perpetual Index under the following subjects:

AIR: Designation Order - Division Guidance, Child Protection and Anti-bullying Coordinator, Career Guidance Program Coordinator Alternate
11/20/2017