



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

December 15, 2023

DIVISION MEMORANDUM

No. 741, s.2023

ORGANIZATION AND DESIGNATION OF THE SCHOOLS DIVISION'S
PUBLIC ASSISTANCE ACTION CENTER FOCAL POINT SYSTEM

TO: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
OFFICE OF THE CURRICULUM IMPLEMENTATION DIVISION
OFFICE OF THE SCHOOL GOVERNANCE AND OPERATIONS DIVISION
ELMENTARY & SECONDARY PUBLIC, PRIVATE SCHOOLS & SUCs
ALL OTHERS CONCERNED

1. In compliance with DepEd Memorandum No. 046, s. 2022" Designation of Regional & Division Public Assistance Coordinators", this Office informs the field the Organization and Designation of the Schools Division's Public Assistance Action Center Focal Point System and shall adhere to the pertinent issuances relative to:
 - a. Republic Act 11032
 - b. Executive Order No. 80, s. 2012
 - c. Administrative Order 25, s. 2022
 - d. DepEd Order 005, s. 2022
2. The designated members of the Schools Division's Public Assistance Action Center Focal Point System with their respective terms of reference:

Name	Position	Designation
DR. JUDELLA R. LUMPAS, CESO VI	SDS	Over-all Steering
DR. JAIME LEON T. CARDONA, CESE	ASDS	Chairperson, Advisory Committee
DR. MELANI D. ESCOBARTE	Division Chief-SGOD	Member, Advisory Committee
MARK CHESTER ANTHONY G. TAMAYO	Division Chief-CID	Member, Advisory Committee
ATTY. SOCORRO T. PANCIPANCI	Division Legal Officer III	Public Assistance Coordinator
ANGELO V. ALCARAZ	Division Planning Officer III	Alternate PAC/ OBE Focal
DR. NILO M EDER	PSDS	Division Information Officer

SONIA N. CABALONA	EPS II	Alternate DIO
FRANCISCO A. ANCHOJAS, JD	Administrative Officer V	Frontline Service Monitoring
CARMELA E. TORRES, JD	Information & Technology Officer	CCSS Consolidator & Report Generation
JADE B. CALLEJA	SEPS Planning & Research	PBB Grant Focal
NAISY A. BROSAS	Administrative Officer II	PBB Grant Secretariat

3. The Division Public Assistance Action Center Focal Point System shall discharge the following functions:
 - a. Convene a regular meeting every first week of the month to analyze and deliberate pressing issues and concerns reflected in the Citizen/Client Satisfaction Survey (CCSS) Report.
 - b. Periodically checks/evaluates the progress of the report submissions and financial/budget utilization pertinent to the PBB Guidelines on Eligibility Requirements and Accountability Matrix.
 - c. Submits recommendation to the advisory committee for review and approval of the Schools Division Superintendent.
4. Previous memoranda, issuances, and directives inconsistent with this memorandum are hereby repealed and amended.
5. Expenses incurred in the conduct of this activity shall be charged to local funds subject to procurement, accounting & auditing rules, and regulations.
6. For information, guidance, and compliance of all concerned.


JUELLEA RUIZ-LUMPAS, EdD, CESO VI
Schools Division Superintendent

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