



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

October 9, 2023

OFFICE MEMORANDUM
OSDS-2023- 092

**Conduct of the National Conference of Public Assistance
Coordinators**

To: NOBERTO S. MANLANGIT, CE, MPA
Administrative Officer V

1. Attached is the Memorandum from the Office of the Public Affairs Service dated September 19, 2023, entitled "Conduct of the National Conference of Public Assistance Coordinators" on October 17-20, 2023, at Baguio Teachers Camp, Baguio City
2. Anent to this you are hereby required to attend the said activity.
3. Transportation and other incidental expenses to be incurred from station to venue during the conduct of the activity is chargeable against Division MOOE subject to usual accounting and auditing rules and regulations.
4. Immediate dissemination of, and compliance with this Memorandum is desired.


CRISTY C. EPE
Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
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Republic of the Philippines
Department of Education
 PUBLIC AFFAIRS SERVICE

MEMORANDUM
 PAS-OD-2023-048

FOR : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS

ATTN : REGIONAL PUBLIC ASSISTANCE COORDINATORS
 DIVISION PUBLIC ASSISTANCE COORDINATORS

FROM :  **JASON V. MERCENE**
 Supervising Administrative Officer
 Officer-in-Charge, Office of the Director
 Public Affairs Service

SUBJECT : CONDUCT OF THE NATIONAL CONFERENCE OF PUBLIC ASSISTANCE COORDINATORS

DATE : September 19, 2023

The Department of Education (DepEd), through the Public Affairs Service – Public Assistance Action Center (PAS-PAAC), is set to conduct the National Conference of Public Assistance Coordinators (NCPACs) which aims to discuss the issues affecting the provision of quality public service, capacitate our participants with their roles and responsibilities based on DepEd Memorandum No. 46, s. 2022 titled "Designation of Regional and Division Public Assistance Coordinator," and converge our DepEd PACs to plan strategic directions in providing satisfactory services to our stakeholders.

In line with this, we would like to invite all designated DepEd PACs to attend the conference on **October 17 – 20, 2023, at Baguio Teachers' Camp, Baguio City.** You may confirm your attendance through ~~the~~ this link: <https://bit.ly/NCPACSRegistration> on or before **October 6, Friday.** The provisional program and list of expected participants are attached as Annex A and Annex B, respectively, for your ready reference.

Communications Division, DepEd Complex, Meralco Avenue, Pasig City 1600
 Telephone No.: (02) 6316033/ 6332120



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Kindly take note of the following schedule and reminders for the conference:

- a. The check-in date of participants shall be on **October 17, Tuesday, from 2:00 P.M. onwards** with dinner as the first meal, while the check-out shall be on **October 20, Friday**, with lunch as the last meal;
- b. Ensure that you have confirmed your attendance through the provided link. Accommodation shall be based on the confirmation of attendance and the basis of the participants' certificates;
- c. Kindly inform us if there will be any changes on the designated PAC of your respective division/region;
- d. Please bring your own working laptop and power strip; and
- e. Travelling expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations of the Department.

Should you have any questions or clarifications, you may contact Ms. Beverly G. Berame or Ms. Grazielle Anne A. Sarical, PAS-PAAC, through the following:

Email address: depedactioncenter@deped.gov.ph


Phone numbers: 8638-7530, 8633-1942

Viber number: 09672498552

We are looking forward to your active participation. Thank you.

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ANNEX A


PROVISIONAL PROGRAM FOR THE NATIONAL CONFERENCE OF PUBLIC ASSISTANCE COORDINATORS (NCPACs)


OCTOBER 17 (DAY 0)		
TIME	ACTIVITY	
2:00 P.M. onwards	Arrival and check-in of participants	
OCTOBER 18 (DAY 1)		
TIME	ACTIVITY	FOCAL PERSON / SPEAKER
8:00 - 8:30	Registration of Participants	Secretariat
8:30 - 8:40	Invocation National Anthem Acknowledgment of Participants House Rules	Host
8:40 - 9:00	Opening Remarks	Mr. Jason V. Mercene Supervising Administrative Officer Officer-in-Charge, Office of the Director Public Affairs Service
9:00 - 9:30	Keynote Message	Atty. Michael T. Poa Undersecretary and Chief of Staff Officer-in-Charge, Office of the Undersecretary for Finance
9:30 - 11:00	Presentation of Regional Public Assistance Updates and Best Practices	Regional Public Assistance Coordinators
11:00 - 12:00	Updates on the Frontline Services of the Department of Education	Ms. Beverly G. Berame Administrative Officer V Head, Public Assistance Action Center
12:00 - 1:00	Lunch	
1:00 - 2:00	Proper Handling of Cases/Complaints Question and Answer	Mr. Jamaica G. Rangiris Special Investigator III Legal Service - Investigation Division


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2:00 – 2:50	Child Protection in Education Question and Answer	Atty. Suzette T. Gannaban-Medina Director III Head, Learner Rights and Protection Office (LRPO)
2:50 – 3:00	Ice breaker	
3:00 – 3:50	Open Forum	Host
3:50 – 4:00	Synthesis	Luzon Cluster

OCTOBER 19 (DAY 2)		
TIME	ACTIVITY	FOCAL PERSON / SPEAKER
8:00 – 9:00	Attendance Energizer Recap	Secretariat
9:00 – 10:00	8888 Citizens' Complaint Hotline Question and Answer	Dir. Floreida A. Apolinario Director IV 8888 Citizens' Complaint Center Office of the President Mr. Alexis B. Bituaran 8888 Citizens' Complaint Center Office of the President
10:00 – 10:50	Strengthening Freedom of Information in Education Question and Answer	Ms. Patricia Maranan Project Development Officer III Freedom of Information – Project Management Office
10:50 – 11:00	Ice breaker	
11:00 – 12:00	DepEd's Citizen's Charter and Client Satisfaction Measurement (CSM) Question and Answer	Ms. Diane-Joyce G. Perez Administrative Officer V Bureau of Human Resource and Organizational Development – Organization Effectiveness Division
12:00 – 1:00	Lunch	
1:00 – 2:00	Preparing the Client Satisfaction Measurement (CSM) and Resolution of Complaints Reports Question and Answer	Ms. Grazielle Anne A. Sarical Administrative Officer II Public Assistance Action Center
2:00 – 2:10	Icebreaker	

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2:10 - 3:50	Annual Work Plan Preparation	Ms. Bibiana A. Ungriano Administrative Officer V Finance Service - Budget Division
3:50 - 4:00	Synthesis	Visayas Cluster
4:00 - 6:00	Break and Dinner	
6:00 - 8:00	Socials Night	

OCTOBER 20 (DAY 3)		
TIME	ACTIVITY	FOCAL PERSON / SPEAKER
8:00 - 8:30	Attendance Energizer Recap	Secretariat
8:30 - 10:00	Discussion/Presentation of DepEd Public Assistance Coordinators' Outputs	Ms. Beverly G. Berame Administrative Officer V Head, Public Assistance Action Center
10:00 - 11:00	Open Forum	Host
11:00 - 11:40	Presentation of Certificates	Host
11:40 - 11:50	Synthesis	Mindanao Cluster
11:50 - 12:00	Closing Remarks	Host

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Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
 Superintendent

July 26, 2023

DIVISION MEMORANDUM
 No. 630 s. 2023

**DESIGNATION OF DIVISION PUBLIC ASSISTANCE COORDINATOR TO
 FACILITATE AND MONITOR ALL CONCERNS REFERRED THROUGH 8888,
 CBC, PAAC, AND DEPED EMAIL**

To: Public Schools District Supervisors
 District Coordinating Principals
 Elementary and Secondary School Heads
 All Others Concerned

- Attached is the Regional Memorandum ORD-2022-0145 dated October 19, 2023 in relation to the DepEd Memorandum No. 46, s. 2022, entitled: Designation of Regional and Division Public Assistance Coordinators.
- This Office announces the designation of the Division Public Assistance Coordinators to wit,

Name	Position	Email Address	Contact #:
Noberto S. Manlangit CE, MPA	Administrative Officer V (Permanent focal)	noberto.manlangit@deped.gov.ph	09477440477
Joseph J. Corpuz	Education Program Specialist II	joseph.corpuz@deped.gov.ph	09476064013
Theodoro Sapio Jr.	Administrative Assistant III	theodorosapiojr1@deped.gov.ph	09760200088

- Anent, all concerns relative to the abovementioned shall be directly course to the designated Division Public Assistance Coordinators.
- All complaints shall pass through the legal office for recording & recommendation by the legal officer.



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5. Previous indorsement shall now be forwarded to Public Affairs Unit.
6. Proper turn-over of pending case files shall be administered by the Legal Officer or his Authorized Representative.
7. Other details of this Memorandum are contained in the enclosures.
8. Immediate and wide dissemination of this Memorandum is advised.
9. Effective immediately.

Cristy C. Epe
Schools Division Superintendent

Encl. As stated



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