



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OFFICE - CAPIZ**

June 10, 2024

DIVISION MEMORANDUM  
NO. **330** S. 2024

**SUBMISSION OF THE LIST OF DISTRICT/SCHOOL FOCAL PERSONS UNDER THE  
SOCIAL MOBILIZATION AND NETWORKING (SM & N) UNIT**

- To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC, Office of the Chief Education Supervisor, SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools
1. In compliance with DepEd Order No. 002, s. 2024 titled "*Immediate Removal of Administrative Tasks of Public School Teachers*" and relative to the opening of the School Year 2024 – 2025, this Office would like to request the list of district/school focal persons under the Social Mobilization and Networking (SM & N) Unit, for proper coordination of activities.
  2. The list of programs under the Social Mobilization and Networking (SM & N) Unit are the following:
    - a. Brigada Eskwela (BE)
    - b. Adopt-a-School Program (ASP)/Partnership
    - c. Parents-Teachers Association (PTA)
    - d. DepEd Partnership Database System (DPDS)
    - e. At-Home Learning Spaces (AHLS)
    - f. Pantawid Pamilyang Pilipino Program (4Ps)
  3. The school head shall assign the task as focal person to any of the non-teaching personnel who can handle the responsibilities. Public Schools District Supervisors (PSDS) shall designate district focal persons from among the school heads who do not hold teaching positions.
  4. Attached is the **list of district/school focal persons template** to be accomplished by schools/district **on or before June 25, 2024**. The accomplished template will be sent to [romar.jaravelo@deped.gov.ph](mailto:romar.jaravelo@deped.gov.ph)
  5. This office would like to extend its appreciation for the services rendered in connection with all the programs under the Social and Networking Unit of teachers who were designated as School/District Brigada Eskwela, Adopt-a-School



Address: Banica, Roxas City  
Contact Number: (036) 6518 456/0968-869-5867  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



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Program/Partnership, Parents-Teachers Association (PTA), DepEd Partnership Database System (DPDS) and At-Home Learning Spaces (AHLS) Focal Persons.

6. Further, it is emphasized that proper and practical transition measures shall be implemented by schools/district to effectively and efficiently carry out various administrative tasks.
7. For more information, you may contact **Mr. Romar S. Jaravelo**, EPS II, Social Mobilization and Networking Unit of School Governance and Operations Division (SGOD), Mobile No. 09128108586.
8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 

Encl.: As stated

Reference: As stated

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

EMPLOYEES  
POLICY  
SCHOOLS  
TEACHERS



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Attachment to Division Memorandum

No. 330, s. 2024



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**For secondary and integrated schools**

School:

District:

Name of School Head:

Contact Number:

**LIST OF FOCAL PERSONS ON THE DIFFERENT  
PROGRAMS AND PROJECTS OF DEPED S.Y. 2024  
(Social Mobilization and Networking Section)**

Programs & Projects of DepEd	Name of Focal Person (SCHOOL HEAD/NON-TEACHING PERSONNEL)			Contact Number	Email Address	Facebook Account	Description of Profile Picture
	First Name	Middle Name	Surname				To be added in GC
Brigada Eskwela (BE) Program							
Adopt-a-School Program (ASP)/Partnership							
Parents-Teachers Association (PTA)							
DepEd Partnership Database System (DPDS)							
At-Home Learning Spaces (AHLS)							
Pantawid Pamilyang Pilipino Program (4Ps)							

Prepared by:

\_\_\_\_\_  
School Head

**Note:** The Brigada Eskwela (BE) and Adopt-a-School Program (ASP)/Partnership should be spearheaded by the school heads.  
(Please refer to DepEd Order No. 40, s. 2015 and DepEd Order No. 021, s. 2023)

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**For districts**

District:

Name of PSDS:

Contact Number:

**LIST OF FOCAL PERSONS ON THE DIFFERENT  
PROGRAMS AND PROJECTS OF DEPED S.Y. 2024  
(Social Mobilization and Networking Section)  
(NON-TEACHING)**

Programs & Projects of DepEd	Name of District Focal Person			Contact Number	Email Address	Facebook Account	Description of Profile Picture
	First Name	Middle Name	Surname				To be added in GC
Brigada Eskwela (BE)							
Adopt-a-School Program (ASP)/Partnership							
Parents-Teachers Association (PTA)							
DepEd Partnership Database System (DPDS)							
At-Home Learning Spaces (AHLS)							
Pantawid Pamilyang Pilipino Program (4Ps)							

Prepared by:

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Public Schools District Supervisor