



Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**SCHOOLS DIVISION OF KABANKALAN CITY**

May 24, 2021

**MEMORANDUM**

To: **ELVIE R. VERDE**  
Education Program Supervisor (TLE)

Subject: **DESIGNATION AS FOCAL PERSON OF THE FARM SCHOOL PROGRAM IMPLEMENTATION  
IN THE SCHOOLS DIVISION OF KABANKALAN CITY**

1. In the exigency of the service, you are hereby designated as the Focal Person of the Farm School Program Implementation in the Schools Division of Kabankalan City.
2. As the Farm School Coordinator you are hereby expected to perform the following duties and responsibilities in addition to your current position as Education Program Supervisor for Technology and Livelihood Education as follows:
  - A. Pre-Implementation Stage**
    - a. Do mapping of the probable schools to be converted into farm school.
    - b. Conduct simplified feasibility study of the program.
    - c. Recommend at least one (1) farm school in SDO Kabankalan City.
    - d. Ensure the completeness of documents submitted to the Regional Office.
    - e. Assist the implementing schools in looking for partners from the public and private sectors.
    - f. Perform other functions as the Regional Office may assign.
  - B. Implementation**
    - a. Supervise the implementation of the program.
    - b. Conduct Monitoring and Evaluation, Quality Assurance and Technical Assistance of the Farm Schools.
    - c. Address curriculum, technical issues and concern as regards the implementation of the program.
    - d. Seek regional expertise through the RFTAT assigned assistance/help to improve the implementation of the program.
    - e. Provide assistance and accommodation of the consultant.
  - C. Post Implementation**
    - a. Do regular Monitoring, Evaluation, Accountability, and Learning in the implementation of the Curriculum through the DFTATs.
    - b. Provide Technical Assistance focused on the schools having problems on the implementation of the program.
    - c. Conduct fora for Sharing of Best Practices.
    - d. Conduct Annual Recognition to acknowledge Best Implementers of the program.
    - e. Provide assistance and accommodation for consultants of the farm school.
3. For your guidance and strict compliance.

**PORTIA M. MALLORCA PhD, CESO V**  
Schools Division Superintendent