



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 437, s. 2022

OCT 27 2022

SCHOOL PUBLIC ASSISTANCE COORDINATOR (SPAC)

To: OIC - Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In preparation for the 5 days in-person classes starting November 2, 2022, this Office hereby inform the field that the designated School Information Coordinator (SIC) will temporarily function as the School Public Assistance Coordinator (SPAC).
2. The SIC and SPAC will coordinate with the Division Information Officer (DIO) in strengthening communication convergence from the schools to the national level. The SIC/SPAC shall prepare a client assistance help desk from November 2 to 11, 2022 which aims to address problems, queries, and other concerns commonly encountered by the public.
3. The SIC and SPAC shall ensure that the school hotlines (Smart and Globe numbers), telephone number, school email and school FB Messenger are active and functional. The following should also be available to the public either in tarpaulin, info board, flyers or posted in the School FB all the time:
 - (1) Hotlines;
 - (2) Emails (Hotline 8888, CSC, PCC, PMS, OI, ARTA, depedaction);
 - (3) Text Messaging Service (Smart and Globe);
 - (4) Social Media (Facebook); and
 - (5) Letters and Endorsements.
4. For any concerns, issues, or queries needed to be forwarded or escalated to the Division, contact Jewelyn Q. Cadigal, EPS II – SM&N, designated Division Information Officer/Division Public Assistance Coordinator at 09162664460 or thru Messenger.
5. Immediate dissemination of and compliance with this Memorandum are desired.


LEA C. BELLEZA, EdD

*OIC – Asst. Schools Division Superintendent
In-Charge of the Division*



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