



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO
NAZARENE VILLE ELEMENTARY SCHOOL
SAN ROQUE, ANTIPOLO CITY

March 18, 2024

SCHOOL OFFICE MEMORANDUM

To :

Teaching Personnel
Non-teaching Personnel
Incoming JO Personnel
Others Concerned

CORRIGENDUM ON THE IMPLEMENTATION OF DEPED ORDER #2, s. 2024

1. In congruence with the School Memorandum dated March 8, 2024, particularly item 1-g which states that there should be proper turning over of documents, as well as orienting the incoming coordinators/JO employees/non-teaching personnel who will handle administrative tasks before the end of the transitory period (March 26, 2024), this office directs its conduct on or before March 26, 2024, by the following program coordinators/managers:
 - a. Canteen Manager/Asst. Canteen Managers
 - b. DRRM Coordinator
 - c. External Partnership Focal Person (Adopt-a-School Program, Brigada Eskwela)
 - d. School Health Focal Person (Clinic, SBFP, WinS, ARH, MDN, NDEP, GPP)
 - e. Oplan Balik Eskwela/Registrar/LIS/Save LARDOS Coordinator
 - f. SBM/SGC Coordinator
 - g. Monitoring and Evaluation/school Monitoring, Evaluation and Adjustment Coordinator
 - h. Testing/LOA Coordinator
 - i. GAD/SC/PWD Coordinator
 - j. Learning and Development Coordinator
 - k. Learning Resource Coordinator/Library Custodian
2. Class Teacher-advisers who relinquished the said program support services will provide technical assistance/support to the incoming coordinators during their 2-hour ancillary time until such time that there will be smoother delivery of services.
3. Program Support services requiring financial statements/reports, preferably with attachments, and complete funds must be well-accounted for and given to incoming coordinators/managers for safekeeping and program/project/activity



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implementation. Updated financial statements must also be provided and posted on the transparency board/page on a weekly/monthly/quarterly basis.

4. Other important reminders that are deemed necessary are the following:
 - a. Available areas for some if not all the program support services will be established, cleaned, and restructured to better serve the clientele. This will be done as soon as possible.
 - b. The main canteen and the SBFP area will have separate food preparation as per the recommendation of the SDO monitoring team. The main canteen will be situated in the first room/building while its food preparation will be at the wash area at its back (Old School Site). A back door may be built to have better access to the said area. (Note: The first KG room will be situated next to the main canteen.)
 - c. The Canteen manager/helpers may also act as administrative support aides/staff who may handle another related task only if they know how to do it, have enough time, and/or once they have ensured smoother canteen operations.
 - d. First aid kits must be made available in every classroom. Class teacher-advisers will conduct first aid to their learners in times of emergency.
5. For information, dissemination, and compliance.


GEOFFREY T. UNIDA
School Principal I