

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



12 May 2023

Regional Memorandum
No. 261, s.2023

REITERATION OF DESIGNATION OF DIVISION PUBLIC ASSISTANCE COORDINATORS (DPAC)

To: **Schools Division Superintendents**

1. The Department of Education issued DepEd Memorandum No. 46, s. 2022 titled Designation of Regional and Division Public Assistance Coordinator in order to improve the frontline services of the Department through the provision of satisfactory assistance and faster resolution of concerns received by DepEd offices.
2. In line with this memorandum, DepEd CALABARZON Regions reminds all Schools Division Offices to designate their own Division Public Assistance Coordinator (DPAC) who will be the Division counterpart of the Regional Public Assistance Coordinator (RPAC).
3. The Region would like to emphasize the following duties of the DPAC:
 - a. Facilitate concerns referred by Public Affairs Service-Public Assistance Action Center (PAS-PAAC) and DepEd CALABARZON Regional Public Assistance Team (RPAT);
 - b. Facilitate concerns referred through Hotline 8888, Contact Center ng Bayan (CCB), and Presidential Action Center (PACE);
 - c. Monitor all concerns referred by PAAC and RPAT and assist in their resolution;
 - d. Attend meetings, workshops and other related activities, if needed, and cascade the information to their respective offices and schools; and
 - e. Other functions stated in DepEd Memorandum No. 46, s. 2022.
4. Each designated DPAC is advised to secure a designation memorandum signed by the Schools Division Superintendent.
5. Each DPAC is advised to create their own Public Assistance Coordinator email. Kindly coordinate with the Division ITO for the creation of the email. The suggested format for uniformity purposes is as follows: pac.sdo____@deped.gov.ph (e.g., pac.sdovacaviteprovince@deped.gov.ph).





Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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Please be advised that PAAC and RPAT concerns will be sent through the DPAC's email address.

6. All designated officers are requested to fill out the online directory form at <https://bit.ly/DepEd4ADPAC2023> and upload a scanned copy of their designation.
7. If a DPAC shall be replaced, it is advised that the RPAT be immediately informed through pac.ro4a@deped.gov.ph and the new DPAC shall accomplish the online form.
8. Strict compliance with this memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director *ama* 

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