Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

**LILO-AN NATIONAL HIGH SCHOOL**

Poblacion, Lilo-an, Cebu 6002

June 7, 2017

**SCHOOL MEMORANDUM**

**No. 02, s. 2017**

**DESIGNATION OF SCHOOL COORDINATORS**

**TO**: 1.) HAZEL D. DELA TORRE and

 2.) SUCHEN C. URACA

1. This Office hereby informs both of you of your additional Ancillary Service as you are designated as SCHOOL COORDINATORS, i.e.
	1. HAZEL D. DELA TORRE for the **FIRST SHIFT** and
	2. SUCHEN C. URACA for the **SECOND SHIFT**
2. Specific Tasks:

2.1 Manage the School in the absence of the Principal / Assistant Principal.

2.2 Accommodate VIP’s like: from DepEd / LGU / NGO / PTA / etc.

2.3 Prepares reports as need arises

2.4 Delegate some task to co-teachers for prompt results.

2.5 Calls Faculty Meeting if deem necessary

2.6 Declares the suspension of classes, provided it is called for by higher authorities.

2.7 Affix signature to:

 2.7.1 Certificate of Appearance

 2.7.2 Teachers’ Gate Pass

 2.7.3 Students’ Gate Pass

 2.7.4 Other documents that needs the signature of the Principal / ASP2

2.8 Facilitates the Class Programs and Schedules

2.9 Monitor the Security Guard

1. Immediate dissemination and compliance with this Memorandum is expected.

**CARMELITO M. LAURON, SR. CONFORM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Assistant School Principal II

DISTRIBUTION: **CONFORM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1 copy for each coordinators

1 copy for the Faculty Club

1 copy for the Bulletin Board

1 copy on file