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 9, 2017

**SCHOOL MEMORANDUM**

**No. 04, s. 2017**

**DESIGNATION of “Prefect of Discipline” and “School’s Security Officer”**

**TO**:  **[Marife Ellema Angulo](https://www.facebook.com/marife.angulo?fref=mentions)**

1. This Office hereby informs you of your additional Ancillary Services as you are designated as **“Prefect of Discipline” and “School’s Security Officer”**
2. Specific Task:

2.1 Gradually implement the attached Duties and Responsibilities as a Prefect of Discipline and at the same, the School’s Security Officer.

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

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

 Assistant School Principal II

DISTRIBUTION:

1 copy for Ms. Angulo

1 copy for the Faculty Club

1 copy for the Bulletin Board

1 copy on file

**Duties and Responsibilities of a School Prefect of Discipline**

1. Assisting students in special situations, including when requested by the School Principal & ASP2, or by the parents of the student, and keeping the School/school authorities and the Students` Services team informed while acting under their direction;
2. Contributing to policy, procedures and activities that encourage good behavior in the school communities within the School and offering support in this area to the whole School community.
3. Attending and participating in the School and National meetings;.
4. Being responsible for student behavior management linked to specific role and function;
5. Assisting and collaborating with school/s within the School and other professionals with the aim of carrying out effective interventions;
6. Collecting and analyzing information about the needs of the students who have behaviors that challenge schools, the support that is provided to meet those needs, and the outcomes of these students once they leave school;
7. Preventing challenging behavior through the establishment of healthy inter-personal relationships with students and school personnel;
8. Implementing measures to support schools and offer appropriate alternatives when a student is in danger of exclusion;
9. Establishing a good relationship and acting as a liaison with School Principals, school staff and students;
10. Informing students of their rights and corresponding responsibilities;
11. Acting as a liaison to the School Principal in investigating incidents of violations of disciplinary rules occurring in the school or on school property;
12. Collaborating with partners to ensure that the circumstances that cause students to behave in a challenging way are addressed;
13. Assisting the School administration in formulating programmes that promote good behavior;
14. Participating in the School Council meetings as requested;
15. Being aware at all times of the responsibility to improve the corporate image of the schools that fall under your School;
16. Encouraging individual and small group discussions about challenging behavior with stakeholder;
17. Monitoring constantly behavior in the school building where s/he is assigned during the scholastic year;
18. Adopting towards the implementation of the school development plan of the particular School assigned to;
19. Providing reports and statistics to the School Principal and Assistant School Principal II;
20. Carrying out her duties under the direction of the Principal and Assistant School Principal II