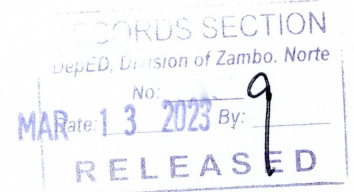




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

March 13, 2023

Division Memorandum  
No. 83, s. 2023

**DESIGNATION OF SCHOOL PUBLIC ASSISTANCE COORDINATOR (SPAC)**

TO: School Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. This has reference to Regional Memorandum No. 341, s. 2022 titled, "Designation of Regional and Division Public Assistance Coordinator" dated August 12, 2022, requesting the school principals or school heads to designate a School Public Assistance Coordinator (SPAC) in the school.
2. In this connection, the designated SPAC shall be:
  - a. A regular employee/ personnel;
  - b. Of good verbal and written communication and public relations skills; and
  - c. Knowledgeable in the protocols of responding to or facilitating the concerns received from the general public.
3. With this, the designated SPAC shall be tasked to:
  - a. Facilitate all concerns received or referred through Hotline 8888 and Contact Center ng Bayan (CCB) in coordination with the Public Affairs Service- Public Assistance Action Center (PAS-PAAC) and the Division Public Assistance Coordinator (DPAC);
  - b. Monitor all concerns referred by the DPAC and assist in their resolution;
  - c. Facilitate the collection of data for the Citizen/ Client Satisfaction Survey (CCSS) Report;
  - d. Attend meetings, workshops and other related activities, and cascade the information to their respective offices and schools;
  - e. Prepare reports and related communications;
  - f. Coordinate with DPAC and provide feedback if necessary; and
  - g. Perform other tasks related to DepEd PAS-PAAC programs, projects and activities.
4. In addition, the PSDSs' and PICDs are requested to facilitate the accomplishment of this designation. The District Information Officers shall automatically be the District Public Assistance Coordinator (District PAC) in their respective district, and are entrusted to coordinate with the PSDSs and PICDs in the submission of the list of designated SPACs by district with the following details:



Address: Capitol Drive, Estaka, Dipolog City 7100  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843  
Website: [www.depedzn.net](http://www.depedzn.net)



Republic of the Philippines

## Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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- a. Name of SPAC
- b. Position
- c. School
- d. District
- e. Contact Number
- f. Email Address
- g. Facebook Account


The template for the list and designation form may be downloaded from [depedzn.net/link/SPACstemplate](https://depedzn.net/link/SPACstemplate). Submit the same by uploading the file in Excel format to [depedzn.net/link/ZNSPACs](https://depedzn.net/link/ZNSPACs). Deadline of submission is on or before March 16, 2023.

5. In addition, the designated District PACs and SPACs are invited to the Regional Virtual Orientation on the Role of the School Public Assistance Coordinators (SPACs) on March 17, 2023, Friday at 1:30 p.m. through MS Teams using this link <https://bit.ly/SPACS-Orientation>.

6. For any clarification, please see attached issuances and contact Nicollette Ria E. Tangon, the Division Public Assistance Coordinator (DPAC) through 09685211332.

7. Widest dissemination and strict compliance of this memorandum is desired.

For the Schools Division Superintendent:

  
**JUDITH V. ROMAGUERA CESO VI**  
Assistant Schools Division Superintendent  
In- Charge of Office

DICMC/nret/DM- SPAC Designation  
01/03132023 



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