



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City


RY: \_\_\_\_\_  
NAME / POSITION \_\_\_\_\_

17 MAY 2016

**DIVISION MEMORANDUM**

No. 169, s. 2016

To: Public Schools District Supervisors  
School Heads / ALIVE Implementers  
District ALIVE Coordinators (DIACs)  
ALIVE Teachers

From:  **NATIVIDAD P. BAYUBAY, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

Subject: **DUTIES AND RESPONSIBILITIES OF DISTRICT ALIVE COORDINATORS (DIACS)**

Date: May 17, 2016

1. In line with the implementation of the Madrasah Education Program (MEP) in the 13 Implementing districts in the Division, the office effectively implement the standards and guidelines on the establishment and operation of the said program and continuously provides the support mechanisms necessary for its continual adaptation.
2. Per Division Memorandum No. 189, series of 2015, District ALIVE Coordinators (DIACs) are to be designated in the 13 MEP implementing districts to ensure sustenance of this program.
3. The District ALIVE Coordinators (DIACs) are to perform the following roles and responsibilities in addition to their mandated functions :
  - a. Provide technical assistance to ALIVE Teachers of his/her assigned district particularly on the effective and efficient implementation of the ALIVE Curriculum and on the collection, verification and submission of School ALIVE Reports;
  - b. Assist the Division ALIVE Coordinator (DAC) in assessing Arabic Language and Islamic Values competencies of ALIVE Teacher applicants in the district and in supervising organized ALIVE Classes;
  - c. Consolidate needed District ALIVE data required by the Division office.
4. If the designated DIAC is occupying a school head or a regular item, the said roles and responsibilities will be reflected on his/her OPCR/IPCRRF as a PLUS FACTOR.
5. It is expected that due respect and support be extended to the designated District ALIVE Coordinator for the successful implementation of the MEP in our division.
6. Widest and immediate dissemination of this memorandum to all concerned is hereby desired.