



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

January 15, 2024

DIVISION MEMORANDUM
NO. **037**__, s. 2024

**DESIGNATION OF SUBJECT/PROGRAM TEACHER COORDINATORS
FOR S.Y. 2023-2024**

TO : Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. In reference to Division Memorandum No. 398, s. 2022, school heads are enjoined to submit the updated list of all Academic and Non-Academic teacher-coordinators as basis of the issuance of Omnibus Designation by this Office after the review of concerned functional divisions' Program takers in the Curriculum Implementation Division (CID), Schools Governance and Operations Division (SGOD), and the Office of the Schools Division Superintendent (OSDS). Submission is expected not later than **JANUARY 31, 2024**, which will be encoded in an Excel template that can be downloaded in this link:

For School Designations:

<https://bit.ly/SCHOOL-DESIGNATIONS-SY2324>

Rename the Excel file to **SCHOOLID-SCHOOLNAME_SY2324-DESIGNATIONS**
(Example: 106220-MANCATIANES_SY2324-DESIGNATIONS)

For District/Cluster Designations:

<https://bit.ly/DISTRICTCLUSTER-DESIGNATIONS-SY2324>

Rename the Excel file: **DISTRICTCLUSTER_SY2324-DESIGNATIONS**
(Example: APALIT_SY2324-DESIGNATIONS)

2. Only online submission through the given link will be accepted by this Office. All submissions must follow the provided template.
3. Consolidation of the submitted designations shall be through the District/ICT Coordinator.



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4. The District/Cluster ICT Coordinators will submit them in the link provided below:

<https://bit.ly/SY2324-SCHOOL-DISTRICTCLUSTER-DESIGNATIONS>

5. Immediate and wide dissemination of this Memorandum is earnestly desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent *OR*

