OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

August 18, 2020

DIVISION MEMORANDUM
No. 385, s. 2020

DESIGNATION AS SENIOR CITIZEN(S) COORDINATOR AND PERSON WITH DISABILITY (PWD) COORDINATOR

To: ARLENE P. BARBA
Public Schools District Supervisor

1. In the exigency of the service, you are hereby designated as Senior Citizen Coordinator, and Persons with Disability Coordinator, this Division.

2. As such, be advised to coordinate with the Chairman on the Senior Citizens and Veterans Affairs Office to implement the plans, projects and programs pertaining to our DepEd Senior Citizens and the Office of the Persons with Disability Affairs Office (PDAO), respectively.

3. Further, you are to coordinate with the Administrative Officer V / Personnel Officer for the data and programs such as Pre-retirement Counselling, Senior Citizens Benefits, Discounts, Exemption, Express Lane, Retirement Benefits and the PWD Benefits especially in the preparation of required reports as well as to comply with and directive for higher Office as cited by COA, pertaining this Act. Please coordinate Mrs. Neptune Tambilawan, Budget Officer for the PPAs allocation.

4. This designation bears the directive that you shall perform the additional duties and responsibilities and other related functions in pursuance to the Senior Citizens Act, and Persons with Disability Act.

5. For information and strict compliance.

CRISTY C. EPE
Schools Division Superintendent

[Signature]