

#### Department of Education

Region XI SCHOOLS DIVISION OF DIGOS CITY Digos City

#### Office of the Schools Division Superintendent

#### DIVISION MEMORANDUM

No. <u>003</u> s. 2023

To

ATTY. CLARISSE JOY C. ARNAEZ-LLABAN – Attorney III

DR. TITO M. ENDRINA - Education Program Supervisor

DR. GERVASIO R. SALINAS, JR. - Education Program Supervisor

CLAIRE MARRIZ N. MORAL - Administrative Officer II

Subject

**COMPOSITION OF 8888 DIVISION FOCAL TEAM** 

Date

January 3, 2023

- 1. This has reference to the Memorandum PAS-OD-2022-093 or the **Creation of 8888 Focal Team**, with the objective to improve customer service and relations through the Public Affairs Service Public Assistance and Action Center (PAS-PAAC) and streamlining the processing of education-related concerns from the 8888 Citizen's Complaint Center (CCC) through the creation of 8888 Portals and 8888 Focal Team.
- 2. In view hereof, the following identified personnel shall compose the 8888 Division Focal Team, to wit:

Chair : CRISTY C. EPE

Vice-Chair : ATTY. CLARISSE JOY C. ARNAEZ-LLABAN

Communication Officer : DR. TITO M. ENDRINA

DR. GERVASIO R. SALINAS, JR.

Technical Officer : CLAIRE MARRIZ N. MORAL

- 3. For the roles and responsibilities, attached is the basic communication for your reference.
- 4. For your information.

CRISTY C. EPE Schools Division Superintendent

DepEd Schools Division of Digos City

PERPING SECTION

RE 22-27587- ED

DATE: JAN U 4 2023 TIME: 4:150BY: 7



### Department of Education PUBLIC AFFAIRS SERVICE

# Office of the Director IV

### MEMORANDUM

PAS-OD-2022-093

ALL REGIONAL DIRECTORS FOR

EPIMACO V. DENSING III FROM

Undersecretary and Chief of Staff

CREATION OF 8888 REGIONAL FOCAL TEAM SUBJECT

October 11, 2022 DATE

In its objective to improve customer service and relations, the Department of Education (DepEd), through the Public Affairs Service - Public Assistance and Action Center (PAS-PAAC), will be streamlining the processing of education-related concerns from the 8888 Citizen's Complaint Center (CCC) through the creation of Regional 8888 Portals and 8888 Focal Team under the Office of the Regional Director.

The Regional Focal Teams shall be the primary recipient of the education-related concerns from the 8888 CCC and will be composed of;

a. One (1) Permanent Focal Person (PFP)

 Shall oversee the mechanism of the Regional Focal Team and the 8888 referrals received by the office;

Preferably with a rank of Regional Director, unless the existing organizational set-up provides otherwise.

b. One (1) Assistant Focal Person (AFP)

Shall act upon and monitor the 8888 referrals received by the office;

Shall have a rank of Senior Officer unless the existing organizational set-up

 Coordinate the roles and responsibilities of each team member to ensure the provision of concrete and specific action for 8888 referrals within 72 hours.

c. One (1) Technical Officer (TO)

Shall be in charge of receiving 8888 referrals and updating and providing

Shall regularly monitor, maintain, and manage the 8888 online

Shall coordinate with and inform the PFP/AFP of received 8888 referrals and perform such other functions as instructed by the PFP/AFP.

For questions and clarifications, your staff may contact the PAS Public Assistance and Action Center through email at depedactioncentena deped.gov.ph.

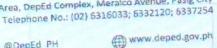
For your guidance and strict compliance. 2nd Fir. Aguinaldo Bidg. - Motorpool Area, DepEd Complex, Meralco Avenue, Pasig City













# Department of Education

DAVAO REGION

Office of the Regional Director

# COMPOSITION OF 8888 DIVISION FOCAL TEAM

Division: Permanent Focal Person	Landline	Mobile No.	DepEd Email Address
Alternate Focal Person	Landline	Mobile No.	DepEd Email Address
Technical Officer	Landline	Mobile No.	DepEd Email Address

Approved by:

Schools Division Superintendent





# Department of Education

DAVAO REGION

### Office of the Regional Director

REGIONAL MEMORANDUM ORD-2022-060

All Schools Division Superintendents

Subject:

CREATION OF 8888 DIVISION FOCAL TEAM

Date:

December 15, 2022

As per Memorandum PAS-OD-2022-093 regarding the creation of 8888 Regional Focal Team, the Region, as its own initiative, will also form the 8888 Division Focal Team as the primary recipient of the education-related concerns from the 8888 Citizen's Complaint Center.

The 8888 Regional Focal Team is composed of the following:

Permanent Focal Person:

Allan G. Farnazo

Regional Director

Alternate Focal Person:

Maria Gemima V. Galang Regional Information Officer

Technical Officer:

Justin Brylle Villarias

Project Development Officer II

The 8888 Division Focal Team shall comprise of:

- a. One Permanent Focal Person (PFP)
  - Shall oversee the mechanism of the Division Focal Team and the 8888 referrals received by the office; and
  - · Preferably with a rank of Schools Division Superintendent, unless the existing organizational set-up provides otherwise.
- b. One Assistant Focal Person (AFP)
  - Shall act upon and monitor the 8888 referrals received by the office:
  - Shall have a rank of Senior Officer unless the existing organizational set-up provides otherwise; and
  - Shall ensure the provision of concrete and specific action for 8888 referrals within 72 hours; and
- c. One Technical Officer (TO)



Address: F. Torres St., Davao City (8000) Telephone Nos.: (082) 291-1665; (082) 221-6147 ISO 9001:2015 - Certified



# Department of Education

DAVAO REGION

## Office of the Regional Director

c. One Technical Officer (TO)

 Shall be in charge of receiving 8888 referrals and updating and providing feedback;

Shall regularly monitor, maintain, and manage the 8888 online account/portal; and

Shall coordinate with the Regional Technical Officer for monitoring purposes.

In case the AFP is not the designated Division Information Officer (DIO), proper and smooth coordination between the AFP and DIO shall be observed.

The designated Division Public Assistance Coordinator may take the role of the AFP or TO provided that he/she has proper coordination with the designated DIO.

Please provide the details indicated in the attachment on or before December 27, 2022, and submit the copy through this email address: pauregionxi@deped.gov.ph

For your guidance and strict compliance.

ALLAN G. FARNAZO

Director IV

y the Authority of the Regional Director

MARIA INES C. ASUNCION

Director III ice of the Assistant Regional Director

SPARTMENT OF EDUCATION ROXI

RECORDS SECTION

Address: F. Torres St., Davao City (8000) Telephone Nos.: (082) 291-1665; (082) 221-6147 ISO 9001:2015 - Certified



Incl: As stated.

PAU1/mgvg