



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

UNNUMBERED MEMORANDUM

To: **MARIA ASUNCION G. RAFOLS**
EPS – Araling Panlipunan
MARCEL M. TAGALOGON
Public Schools District In-charge
This Division

FROM: **EDILBERTO L. OPLENARIA, EdD, CESO V**
Schools Division Superintendent

DATE: September 18, 2023

SUBJECT: **SPECIAL ASSIGNMENT AS DIVISION FOCAL PERSON FOR
INDIGENOUS EDUCATION PROGRAM (IPEd) INTERNAL AND
EXTERNAL AFFAIRS**

1. In the exigency of service, this Office hereby advises you, **MARIA ASUNCION G. RAFOLS**, EPS in Araling Panlipunan as the Division IPED Focal Person for **Internal Affairs**; and **MARCEL M. TAGALOGON** as Division IPED Focal Person for **External Affairs** effective September 18, 2023.
2. Therefore, they are expected to perform the following tasks, roles and responsibilities as per assignment:

Division IPED Focal Person for INTERNAL AFFAIRS	Division IPED Focal Person for EXTERNAL AFFAIRS
<p>a. Serves as the coordinator of the management and implementation of the IPED Program that also includes the curriculum instruction implementation at the school's division level.</p> <p>b. Oversees IPED Program implementation in support of SDO senior management.</p> <p>c. Finalizes the Division IPED Work</p>	<p>a. Serves as the coordinator of the external affairs of the IPED Program relevant to External Affairs.</p> <p>b. Plans, directs, and coordinates the professional and technical activities of public relations at all levels, community outreach and engagement, cultural and advocacy activities to at the school's division level.</p>

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| <p>and Financial Plan (WFP) and ensures its timely submission.</p> <ul style="list-style-type: none">d. Monitors the utilization of the IPEd Program Support Fund (PSF) of the SDO.e. Provides timely feedback and reports to SDO senior management, especially on matters requiring management decision and intervention.f. Coordinates with and provides timely feedback to the RO and IPsEO on policy, program, and operational concerns.g. Facilitates discussions to set SDO directions and plans for the IPEd Program informed by the discussions with IPEd-implementing schools and IP community partners.h. Convenes meetings, consultations other related activities with IP community partners (i.e., IP elders and other community representatives engaged with DepEd on IPEd) in relation to IPEd program directions and plans for curriculum instruction implementation, and professional development of teachers at the school's division level.i. Coordinates the provision of technical assistance relevant to curriculum and instruction implementation within the SDO, | <ul style="list-style-type: none">c. Oversees the monitoring and disseminating of information and project implementation in the field.d. Provides timely feedback and reports to SDO senior management and/or Division IPEd Internal Focal Person, especially on matters requiring financial management to support the implementation of external affairs activities, programs and projects.e. Coordinates and provides timely feedback to the RO and IPsEO on policy, program, and operational concerns relevant to External Affairsf. Facilitates discussions related to External affairs to set SDO directions and plans for the IPEd Program informed by the discussions with IPEd-implementing schools and IP community partners.g. Convenes meetings, consultations other related activities of External Affairs with IP community partners (i.e., IP elders and other community representatives engaged with DepEd on IPEd) IPEd program directions and plans at the school's division level.h. Coordinates the provision of technical assistance that |
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<p>schools, and learning centers.</p> <p>j. Coordinates with the appropriate offices/units and persons within and outside DepEd at the school's division level as needed in the implementation of IPed activities.</p> <p>k. Coordinates with offices and other focal persons/program coordinators within the SDO to ensure that IPed concerns are addressed in operations and implementation of programs and projects.</p> <p>l. Initiates specific IPed activities based on national policy and program directions in coordination with the appropriate offices and programs in the SDO.</p> <p>m. Represents the SDO, particularly the IPed Program Internal Affairs and curriculum and instruction implementation related matters, in gatherings, meetings, and other forums involving various stakeholders.</p> <p>n. Facilitates the resolution of IP-related issues and concerns referred by various offices across governance levels.</p> <p>o. Provides technical assistance to IP community partners, civil society support groups/NGOs, private learning institutions serving IP learners in the</p>	<p>strengthen the public relationships and partnerships within the SDO, schools, and learning centers.</p> <p>i. Coordinates with the appropriate offices/units and persons within and outside DepEd at the school's division level as needed in the implementation of IPed External affairs or activities.</p> <p>j. Coordinates with offices and other focal persons/program coordinators within the SDO to ensure that IPed concerns are addressed in operations and implementation of external affairs programs and projects.</p> <p>k. Initiates specific IPed external activities based on national policy and program directions in coordination with the appropriate offices and programs in the SDO.</p> <p>l. Represents the SDO, particularly the IPed Program in External Affairs includes gatherings, meetings, and other forums involving various stakeholders.</p> <p>m. Facilitates the resolution of IP related external affairs issues and concerns referred by various offices across governance levels.</p> <p>n. Provides technical assistance to IP community partners, civil</p>
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<p>resolution of issues and concerns relevant to curriculum and instruction implementation.</p> <p>p. Prepares the necessary reports and ensures their timely submission.</p> <p>q. Maintains a well-organized archive of IPEd Program Internal affairs and curriculum and instruction implementation documents.</p> <p>r. Ensures proper orientation on program processes and turnover of documents if a new focal person is designated for internal affairs.</p> <p>s. Performs other ad hoc functions as agreed with SDO and RO senior management, and IPsEO.</p>	<p>society support groups/NGOs, private learning institutions serving IP learners in the resolution of issues and concerns related to</p> <p>o. Prepares the necessary reports and ensures their timely submission.</p> <p>p. Maintains a well-organized archive of IPEd Program External Affairs related documents.</p> <p>q. Ensures proper orientation on program processes and turnover of documents if a new focal person is designated for external affairs.</p> <p>r. Performs other ad hoc functions as agreed with SDO and RO senior management, and IPsEO.</p>
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3. For your guidance and compliance.

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