



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

June 25, 2025

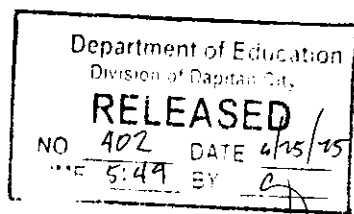
DIVISION MEMORANDUM


No. 402, s. 2025

To: **Anjie C. Rabe**
Division Engineer
Contract of Service

DESIGNATION AS DIVISION EDUCATION FACILITIES COORDINATOR

1. In the interest of ensuring effective coordination, monitoring, and implementation of programs, projects, and activities (PPAs) related to education facilities, you are hereby designated as Division Education Facilities Coordinator of the Schools Division of Dapitan City, effective immediately.
2. As Division Education Facilities Coordinator you are expected to perform the following functions:
 - Coordinate with the Regional and Central Offices regarding all matters pertaining to education facilities, including Basic Education Facilities Funds (BEFF), school building programs, repair and rehabilitation projects, and other infrastructure-related concerns;
 - Provide technical assistance to schools on matters involving physical facilities, site development, school mapping, and classroom-student ratio analysis;
 - Monitor the implementation and progress of all facility-related projects within the division;
 - Ensure the timely submission of reports, updates, and documentation required by higher offices;
 - Collaborate with local government units (LGUs), external partners, and other stakeholders in the development and maintenance of school facilities;
 - Perform other related duties and responsibilities as may be assigned by the Schools Division Superintendent.
3. It is understood that this designation is in the exigency of the service and may be rescinded anytime for the best interest of the service and does not come with additional remuneration.
4. Immediate dissemination of and compliance with this Memorandum is directed.




JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

