



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

06 May 2023

DIVISION MEMORANDUM

OSDS No. **044**, s. 2023

**DESIGNATION OF A SCHOOL PUBLIC ASSISTANCE COORDINATOR (SPAC) OF
THE SCHOOLS DIVISION OF SOUTH COTABATO**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Administrative Officers II
All others concerned

1. In reference to Region Memorandum ORD-2023-012 relative to the Designation of a School Public Assistance Coordinator (SPAC), all schools of this Division are hereby tasked to designate their respective School Public Assistance Coordinators (SPAC).

2. The SPAC shall be tasked to:

- Monitor all concerns received or referred by DPACs and assist in their resolution;
- Facilitate the collection of data for the Citizen/Client Satisfaction Survey (CCSS) report;
- Attend meetings, workshops, and other related activities and cascade the information to their respective schools;
- Prepare reports and related communications;
- Coordinate with the DPACs and RPACs, provide feedback if necessary;
- Perform other tasks related to DepEd PAS-PAAC programs, projects and activities

3. All schools shall submit the names of school public assistance coordinators with contact details and other important information through this link:

<https://bit.ly/SoCotSPAC> on or before **May 12, 2023**.

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph




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4. Likewise, all schools are encouraged to create Citizen/Client Satisfaction Feedback mechanism to ensure that education-related issues and concerns of the general public (learners, parents, teaching and non-teaching personnel, and other relevant interested parties) are attended to and facilitated effectively and efficiently.
5. For inquiries, all concerned may contact the Office of the Administrative Officer V (Administrative Services) at telephone nos.: (083) 228-3742.
6. Immediate dissemination and compliance with this Memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl: None

Reference: REGION MEMO ORD-2023-012

To be indicated in the Perpetual Index
under the following subjects:

PUBLIC AFFAIRS LAW
CUSTOMER

RJS/DM- designation of school public assistance coordinator (spac) of the schools division of south cotabato
0000/May 6, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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