



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum No: 251 s. 2023

To : **Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned**

From : **ROWENA C. BANZON, CESO V**
Schools Division Superintendent

Date : **September 13, 2023**

Subject : **REITERATION ON VARIOUS PROVISIONS RELATED
TO THE TEACHING LOADS AND ASSIGNMENTS OF PUBLIC
SCHOOL TEACHERS**

1. As per result of the School Opening meet up with the school heads last August 31, 2023, the field is hereby informed on the Reiteration on Various Provisions Related to the Teaching Loads and Assignments of Public School Teachers for the information, guidance, and compliance of all concerned.

2. The following provisions are given emphasis based on the reference memorandum:

A. DepEd Memorandum No. 291, s.2008:

I. Paragraph 3 – a to d,

a. Public schools teachers shall render at most six (6) hours of actual teaching a day except when undertaking academic activities that require presence outside the school premises;



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
Email: dagupan.city@deped.gov.ph



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- b. School heads shall assign teaching loads to public school teachers **to fully utilize the six (6) hour actual classroom teaching, i.e., six teaching loads at one hour per teaching load**, with due regard for possible teaching intervals;

All advisership and/or special assignments **with official designation and fractions for the entire school year combined** shall be considered as one teaching load (please see attached CO list of teachers' other assignments);

- c. A teacher with less than six (6) hours of actual classroom teaching shall render additional hours of appropriate teaching – related activities and duties within the school premises to complete six (6) hours;
- d. A teacher with less than six (6) hours of actual classroom teaching and/or equivalent teaching-related activities and duties shall render the remaining two (2) hours of work within or outside the school premises to comply with the eight-hour workday by engaging in the following teaching-related activities and duties:
- 1) Preparation of daily lesson plans/logs, action/work plans, instructional materials, evaluation/assessment tools/rubrics;
 - 2) Preparation, checking, and analysis of formative and summative assessments; recording of academic performance results and classroom accomplishments;
 - 3) Conduct of research;
 - 4) Attendance to seminars, workshops and similar programs;
 - 5) Counselling, mentoring, coaching of students including home visits;
 - 6) Consultations and conferences with parents;
 - 7) Performance of coordination activities and duly recognized community social services; and



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- 8) Participation in the maintenance and improvement of school facilities and equipment.

II. Paragraph 3

In the exigencies of the service, a public school teacher may be required to render more than six (6) hours of actual classroom teaching or more than eight (8) hours of work in a day; provided that additional compensation computed at the same hourly rate of the regular compensation, plus a premium of twenty-five percent (25%) of the hourly rate shall be paid for actual classroom teaching in excess of six (6) hours and for work performed in excess of eight (8) hours.

Overtime pay can only be claimed for actual teaching and/or work performed within the school premises. In the event of non-availability of funds, service credits shall be granted and one hour overtime work shall be 1.25 hours for purposes of determining the service credits.

III. Paragraph 4

In addition to the general guidelines herein provided, specific guidelines shall be formulated at the school level taking into account the unique conditions in schools such as the shifting of classes, if applicable, the availability of faculty rooms, classrooms and teachers, and the nature of the teaching-related duties to be given priority.

Decision on this matter shall be agreed upon in meeting with representatives of the schools administration, teachers, students, and parents, preferably through the Schools Governing Council or any established mechanism for school-community partnership.

3. The Master Teachers should observe the statement of duties and responsibilities indicated in CSC Form No. 1 (Position Description Form). They should NOT be designated as Assistant to the Principal regardless of school population. Furthermore, they should be classroom teachers with additional load as remedial/intervention/enhancement teacher, mentor, or continuous improvement coordinator.



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Email: dagupan.city@deped.gov.ph

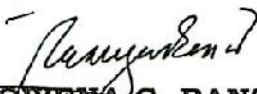


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4. Master Teachers are first and foremost classified as CLASSROOM TEACHERS. This means that Master Teachers should primarily be considered as SECTION/HOMEROOM Advisers. Newly hired teachers shall only be given advisory classes if there are no other Proficient/Highly Proficient Teachers available.
5. Classes in Grades 1, 2, and 3, MUST be self-contained (one teacher assigned in each section). Only Grades 4-6 will be allowed to utilize departmentalized/team teaching. Observance of this policy shall be strictly followed.
3. All schools are strictly required to take note of all these reminders and immediate action must be done for the safe, secured, and well-organized operations of our schools.
4. Immediate and wide dissemination of the Memorandum is desired.


ROWENA C. BANZON, CESO V
Schools Division Superintendent



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Email: dagupan.city@deped.gov.ph



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HANDBOOK

Major Roles and Responsibilities

WBT DROPDOWN

NATURE OF TASK

| | HANDBOOK | Major Roles and Responsibilities | WBT DROPDOWN | | NATURE OF TASK |
|---|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----|--------------------------|
| 1 | ELLN/EGRA/MFAT or Learning Assessment Coordinator | (Any learning outcome assessment equivalent for JHS) Monitor the program implementation Provide technical support for teachers handling early grades Assist in the report preparation and documentation (Any learning outcome assessment equivalent for JHS) Monitor the program implementation Provide technical support for teachers handling early grades Assist in the report preparation and documentation | ELLN/EGRA/MFAT or Learning Assessment Coordinator (L2) | CRT | Curriculum Related Tasks |
| 2 | Subject/Learning Area Coordinator | (Club Adviser in JHS) Creates/screens exams/tests Coordinates with subject teachers and providing technical assistance Mentors learners in contests Plans and executes events/program related to the subject Consolidates reports May assign preferably, to a Proven Proficient Teacher or Master Teacher | Subject/Learning Area Coordinator (M2) | CRT | Curriculum Related Tasks |
| 3 | School Paper Adviser | Recruits and trains students Oversees publishing of school paper Chaperone of students during competitions/events Prepares and submits plans and liquidation reports | School Paper Adviser (M1) | CRT | Curriculum Related Tasks |
| 4 | SPED/IPED Coordinator | SPED Coordinate with SPED Teacher or teacher handling SPED classes or teaching learner with special needs Provide assistance in the documentation and reporting IPED Coordinate with IPED Teacher or teacher with learner/s that belong to IP community Provide assistance in the documentation and reporting | SPED/IPED Coordinator (L2) | CRT | Curriculum Related Tasks |
| 5 | Phil-IRI Coordinator | Monitors Phil-IRI implementation Prepares materials Consolidates reports | Phil-IRI Coordinator (L2) | CRT | Curriculum Related Tasks |
| 6 | Reading Coordinator | Plans intervention program for non-readers Monitors reading program implementation Provide teaching support as necessary to promote the every child reading program or any program related to reading improvement Prepares materials Consolidates reports May assign, preferably, to Proven Proficient Teacher or Master Teacher | Reading Coordinator (M2) | CRT | Curriculum Related Tasks |

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| 7 | Remedial Class Coordinator | Schedules/arranges remedial classes Prepares/provides materials Provide teaching support as necessary Consolidates reports May assign, preferably, to Proven Proficient Teacher or Master Teacher | Remedial Class Coordinator (M2) | CRT | Curriculum Related Tasks |
| 8 | School Testing Coordinator | Arranges logistics of national tests conducted at the school Prepares and distributes materials Orients teachers/proctors Prepares and submits checklist and narrative | School Testing Coordinator (L1) | CRT | Curriculum Related Tasks |
| 9 | ALIVE Coordinator | Oversees the weekend Madrasah Coordinates with teacher/imam and students Coordinates with the School's designated Project Officer | ALIVE Coordinator (L2) | CRT | Curriculum Related Tasks |
| 10 | ADM Facilitator | Conduct learning sessions in two (2) or more Modalities Preparation of learning materials Conduct and record learning assessment outcomes Provide technical assistance to other teachers pertaining to ADM learning | ADM Facilitator (L1) | CRT | Curriculum Related Tasks |
| 11 | School Based Management Chairman/Coordinator/ Member | Consolidates and validates MOVs Facilitates meetings Assists School Head in making SIP/AIP Consults with stakeholders Collects and analyses MOVs | School Based Management Chairman/Coordinator/ Member (L1) | SMR | School Admin/Management Related |
| 12 | Guidance Teacher | Counsels students, teachers, and staff Arbitrates conflicts of students, teachers, and staff Conducts case studies Communicates with parents if necessary Communicates with DSWD if necessary Prepares and submits anecdotal reports Two (2) counts may be assigned to the teacher – Guidance (for extra-small, small and medium) as deemed necessary and must be in accordance with the provision of section V , par.2 of WBT Policy | Guidance Teacher (H2) | SMR | School Admin/Management Related |
| 13 | SPG/SSG Adviser | Advises Supreme Pupil/Student Government Monitors projects Facilitates elections | SPG/SSG Adviser (L1) | SMR | School Admin/Management Related |

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| 14 | ICT Coordinator | <p>Keeps inventory of school ICT equipment/hardwares</p> <p>Trains and orients teachers regarding ICT equipment use and handling</p> <p>Assists in graphic design , layout, manage worksheet files and Electronic Class Record</p> <p>Does troubleshooting</p> <p>Prepares and submits utilization report</p> <p>Provides support to LIS/EBEIS/HRIS coordinator</p> <p>Implement ICT programs/projects including other systems</p> <p>Two (2) counts may be assigned to the teacher – ICT Coordinator (for extra-small, small and medium) as deemed necessary and must be in accordance with the provision of section V , par.2 of WBT Policy</p> | ICT Coordinator (H2) | SMR | School Admin/Management Related |
| 15 | LIS & EBEIS Coordinator | <p>Manages accounts of teachers for the online systems</p> <p>Assists teachers in encoding data</p> <p>Confirms and corrects LIS data</p> <p>Coordinates with school registrar regarding student data</p> <p>Prepares school forms</p> | LIS & EBEIS Coordinator (H1) | SMR | School Admin/Management Related |
| 16 | Librarian/ Library Custodian | <p>Keeps inventory of books</p> <p>Records books borrowed and borrowers</p> <p>Assists students in library</p> <p>Maintains orderliness and cleanliness of library</p> | Librarian/ Library Custodian (M2) | SMR | School Admin/Management Related |
| 17 | Laboratory Custodian | <p>Keeps inventory of laboratory equipment</p> <p>Prepares laboratory and chemicals prior to class use</p> <p>Maintains orderliness and cleanliness of laboratory</p> | Laboratory Custodian (M2) | SMR | School Admin/Management Related |
| 18 | Learning Resource Coordinator | <p>Keeps inventory of learning/instructional materials</p> <p>Assists in the preparation of learning materials</p> <p>Uploads reports and resources to the LRMS</p> <p>Provide administrative support to Property Custodian and Librarian</p> | Learning Resource Coordinator (M2) | SMR | School Admin/Management Related |
| 19 | Property Custodian | <p>Keeps inventory of textbooks</p> <p>Oversees delivery and quality of textbooks</p> <p>Coordinate with the School Facilities Coordinator, DRRM Coordinator</p> <p>Coordinate with the Learning Resource Coordinator</p> | Property Custodian (M2) | SMR | School Admin/Management Related |
| 20 | School Facilities Coordinator | <p>Keeps inventory of equipment</p> <p>Oversees delivery and quality of equipment and facilities</p> <p>Coordinates equipment/facilities needing repair</p> <p>Prepares and submits damage reports and procurement plans</p> <p>Provide support to DRRM Coordinator in times of calamity</p> | School Facilities Coordinator (M1) | SMR | School Admin/Management Related |

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| 21 | DRRM Coordinator | <p>Checks safety of facilities and maps hazards</p> <p>Conducts fire and earthquake drills</p> <p>Checks on safety of students, teachers, and staff in times of calamity</p> <p>Person-in-charge when school is used as an evacuation center</p> <p>Prepares and submits disaster related reports/data</p> <p>Coordinate with the School Facilities Coordinate and Property Custodian</p> | DRRM Coordinator (L1) | SMR | School Admin/Management Related |
| 22 | Canteen Manager | <p>Monitors food safety</p> <p>Makes menus and meal plans</p> <p>Manages canteen staff</p> <p>Coordinate with the Feeding Coordinator</p> <p>Prepares inventory of sales and liquidation of funds</p> <p>Screens and coordinates with concessionaires</p> <p>(Two (2) counts may be assigned to the teacher handling canteen operation (for extra-small, small and medium) as deemed necessary and must be in accordance with the provision of section V , par.2 of WBT Policy</p> | Canteen Manager (H2) | SMR | School Admin/Management Related |
| 23 | Clinic/Health Officer | <p>Administers first aid</p> <p>Manages and keeps inventory of medical supplies</p> <p>Keeps record of cases</p> <p>Assists in health related activities/events</p> <p>Consolidates data on health including SF 8</p> <p>Prepares and submits incidence reports</p> <p>Coordinate with the Red Cross and WIN Coordinator</p> | Clinic/Health Officer (M2) | SMR | School Admin/Management Related |
| 24 | BAC Chair/Member & Inspectorate | <p>Member</p> <p>Canvass supplies</p> <p>Prepares quotations and cash advances</p> <p>Conducts bidding and awarding</p> <p>Prepares canvass forms</p> <p>Ensure that processes and procedures are in accordance with the existing law</p> <p>Inspectorate</p> <p>Inspects supplies bought by MOOE</p> <p>Chair</p> <p>Preside during committee meetings</p> <p>Coordinates with other members of the committee and lead the conduct of pre/post evaluations</p> | BAC Chair/Member & Inspectorate (L1) | SMR | School Admin/Management Related |

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| 25 | Administrative & Information Officer | <p>Information Officer In coordination with Program/Planning Officer & Event Coordinator, conduct briefing /information drive/help desk for event, program or activity with stake holders In-charge Information dissemination Provides updates/conduct orientation on Deped Order s/ Issuances/policies Administrative Officer Coordinate with the Disbursing Officer /Book keeper/Property in gathering and preparation of school reports related to admin/finance/physical assets inventory Perform Administrative/Financial Tasks and /or Supervision as assigned by the school head (for Medium-Extra large, may be assigned separately , 1 AO and 1 IO)</p> | Administrative & Information Officer (H1) | SMR | School Admin/Management Related |
| 26 | Finance Officer (Disbursing/Bookkeeper Designate) | <p>Disbursing Officer Prepares checks Prepares and submits disbursement reports Coordinate with the Admin Officer Bookkeeper Manages books of accounting Safekeeps financial documents Prepares and submits financial reports Coordinate with the Admin Officer</p> | Finance Officer (Disbursing/Bookkeeper Designate (M2) | SMR | School Admin/Management Related |
| 27 | Registrar/Records Officer Designate | <p>Custodian of records of learners Manages request of school and learners' records Oversees school enrollment Prepares communications/requests Coordinate with the Schools' LIS Coordinator regarding transfer of learner Familiarize with the guidelines in DO3, 2018 & DO 54, 2016 Two (2) counts may be assigned to the teacher handling registration/managing school records (for extra-small, small and medium) as deemed necessary and must be in accordance with the provision of section V , par.2 of WBT Policy</p> | Registrar/Records Officer Designate (H2) | SMR | School Admin/Management Related |
| 28 | Program/Planning Officer Designate | <p>Oversees implementation LGU/other NGAs funded programs/projects Communicates with LGU/other NGAs Validation of School Data and SFs, Performance Indicators and Report related but not limited to LIS,EBEIS, NSBI, MSFs Coordinates with the Division Planning Officers Coordinates and Provide Technical Assistance to Personnel-In-charge for program/projects and M&E activities Advocate Planning Service Policies /Issuances Handling program/project as assigned by the School Head</p> | Program/Planning Officer Designate (M1) | SMR | School Admin/Management Related |

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| 29 | Liaison & Special Events Coordinator | <p>Logistic Supports</p> <p>Coordinate with the Registrar in charge to facilitate transfer of document of learners</p> <p>Creates event concepts and program flows</p> <p>Organizes and directs event (festivals/celebration etc.)</p> <p>Coordinates with LGU for events/performances</p> <p>Coordinates with the School's Program /Administrative officer</p> | Liaison & Special Events Coordinator (M2) | SMR | School Admin/Management Related |
| 30 | Grade Level Chairman/Leader/Coordinator | <p>Attends meetings and disseminates information</p> <p>Coordinates with class advisers of the assigned grade level</p> <p>Facilitates grade level activities</p> <p>Consolidates reports</p> | Grade Level Chairman/Leader/Coordinator (M2) | SMR | School Admin/Management Related |
| 31 | Sports Coach/Trainer | <p>Coordinates with MAPEH teachers</p> <p>Recruits and trains athletes</p> <p>Creates budget proposals for competitions and sports equipment</p> <p>Keeps data and documents of athletes</p> <p>Serves as a chaperone during competitions</p> <p>Maybe assigned more than one (1) count depending to number of event /sport as deemed necessary and must be in accordance with the provision of Section V, par. 2 WBT Policy</p> | Sports Coach/Trainer (M2) | SMR | School Admin/Management Related |
| 32 | District Program/Event Coordinator | <p>Coordinate program implementation with designated school coordinators /focal persons related to curriculum, ICT, sports/cultural and scouting</p> <p>Serve as resource person, coach and mentor for teachers within the District</p> | District Program/Event Coordinator (L1) | SMR | School Admin/Management Related |
| 33 | M&E/SMEA Coordinator | <p>Conducts progress and results monitoring</p> <p>Prepares status updates/reports on school indicators</p> <p>Prepares and submits status updates/reports</p> <p>Coordinate with the School Planning Officer</p> | M&E/SMEA Coordinator (L1) | SMR | School Admin/Management Related |
| 34 | Classroom Observer | <p>Assists the school head in classroom monitoring</p> <p>Reviews the COT-RPMS rubrics appropriate for the positions of the teachers to be observed</p> <p>Prepares and submits comments from the observations</p> <p>Provides Technical Assistance for Learning Strategies</p> <p>Completes and submits rating sheets</p> | #N/A | PDR | Professional Development Related |
| 35 | RPMS Coordinator | <p>Assists teachers in completing RPMS documentation including MOVs</p> <p>Checks the MOVs of the teachers</p> <p>Consolidates ESAT</p> | RPMS Coordinator (L2) | PDR | Professional Development Related |

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| 36 | Research Coordinator | Orients and guides teacher regarding research Gives technical assistance Monitors research process Reviews researches and proposals May assign preferably, to a proven proficient Teacher or Master Teacher | Research Coordinator (M1) | PDR | Professional Development Related |
| 37 | LAC Coordinator | Organizes LAC sessions Documents LAC sessions Prepares and submits budget proposals and narrative reports May assign preferably, to a proven proficient Teacher or Master Teacher | LAC Coordinator (L1) | PDR | Professional Development Related |
| 38 | Feeding Coordinator | Coordinates with advisers and health officer regarding potential beneficiaries Does budgeting and meal plans Oversees marketing, preparation of meals, and feeding of beneficiaries Monitors attendance of beneficiaries Prepares report on nutritional status of beneficiaries Prepares and submits liquidation of funds Provides operation and management support to the designated Canteen Manager Coordinates with the School's designated Project Officer | Feeding Coordinator (M2) | PPB | Program/Project Based |
| 39 | Gulayan sa Paaralan Coordinator | Custodian of garden and garden tools Teaches students to plant, harvest, and landscape Manages produce for selling or donation to feeding program Prepares and submits plans and reports Coordinates with the School's designated Project Officer Provide management /operation support to Feeding Coordinator and to Canteen Manager | Gulayan sa Paaralan Coordinator (M2) | PPB | Program/Project Based |
| 40 | Adopt-a-School Coordinator | Coordinates with external partners Receives and manages donations Prepares and submits reports Coordinates with the School's designated Project/planning Officer/Property custodian/physical facilities coordinator and book keeper/administrative officer Provides technical support to the SBM chair | Adopt-a-School Coordinator (L1) | PPB | Program/Project Based |
| 41 | Brigada Eskwela Coordinator | Coordinates with external partners during Brigada Eskwela Receives and manages donations during Brigada Eskwela Manages volunteers Documents Brigada Eskwela Prepares and submits reports Coordinates with the School's designated Project Officer Provides administrative support to school facilities coordinator /property custodian | Brigada Eskwela Coordinator (L2) | PPB | Program/Project Based |

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| 42 | Oplan Balik Eskwela Coordinator | Coordinates with LGU Oversees OBE Monitors school enrollment Prepares and submits reports Coordinates with the School's designated Program Officer Provide administrative support to the school registrar & guidance | Oplan Balik Eskwela Coordinator (L1) | PPB | Program/Project Based |
| 43 | WiNS Coordinator | Oversees Washing in Schools program Documents Implementation Prepares and submits status update/reports Coordinates with the School's designated Program Officer/Health Officer Provides health care support and report preparation to Clinic/Health Officer | WiNS Coordinator (L2) | IAT | Inter-Agency Tasks |
| 44 | 4Ps Coordinator | Identifies recipients Tracks records of learners pertaining to class attendance Consolidates data for submission to DSWD | 4Ps Coordinator (L2) | IAT | Inter-Agency Tasks |
| 45 | Child Protection Officer | Conducts information drives and campaigns Files cases if necessary Prepares and submits plans and reports | Child Protection Officer (L2) | IAT | Inter-Agency Tasks |
| 46 | GAD Coordinator | Conducts Gender and Development related forums, trainings, and team buildings Prepares and submits plans and accomplishment reports | GAD Coordinator (L1) | IAT | Inter-Agency Tasks |
| 47 | Scouting Coordinator | Recruits and trains scouts Organizes meetings and activities Serves as a chaperone to scouts Prepares and submits plans and reports | Scouting Coordinator (L2) | IAT | Inter-Agency Tasks |
| 48 | Red Cross Coordinator | Recruits volunteers Organizes first-aid/response related activities and forums Coordinates with the School's designated Program Officer/ Provide health care support and report preparation to Clinic /Health Officer | Red Cross Coordinator (L2) | IAT | Inter-Agency Tasks |
| 49 | YES-O Coordinator | Recruits and trains volunteers Organizes environmental fairs, forums, and symposiums Spearheads activities such as waste segregation and tree planting Prepares and submits plans and reports Coordinates with the School's designated Program Officer | YES-O Coordinator (L1) | IAT | Inter-Agency Tasks |
| 50 | National Drug Education Program Coordinator | Recruits and oversees watch task force Organizes symposiums and activities Prepares and submits plans and reports Coordinates with the School's designated Program Officer | National Drug Education Program Coordinator (L1) | IAT | Inter-Agency Tasks |