



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capitol Area, Dumaguete City

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SGOD Office [035] 225 - 6180

December 2, 2016

**DIVISION MEMORANDUM**

No. 730 s. 2016

**SUBMISSION OF NAMES OF DISTRICT GUIDANCE COORDINATORS**

TO: ASDSs  
Chiefs, CID & SGOD  
District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. To facilitate efficiency in communicating updates and information concerning Guidance Services and Programs, PSDSs/DICs are hereby directed to submit to this office one (1) District Guidance Coordinator for Elementary and one (1) for Secondary with their names, position/designation and contact number/s.
2. Names shall be submitted through email at [iryllmae.macahig@deped.gov.ph](mailto:iryllmae.macahig@deped.gov.ph) **on or before December 9, 2016.**
3. In choosing the said coordinators, please be guided by the following:
  - A. For District Guidance Coordinator (Elementary)**
    - \* Must be a School Head
  - B. For Guidance Coordinator (Secondary)**
    - \* Registered/Non-Registered Guidance Counselor (with item)
    - \* For Districts without Registered Registered/Non-Registered Guidance Counselors, PSDSs/DICs shall designate preferably those who had already served as Guidance Designate for at least one year
4. For the information and guidance and compliance of all concerned.

DEC 2 2016

**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC-Office of the Assistant Regional Director  
Concurrent, Schools Division Superintendent

12/02/16



Be One of Us! Be Counted. Let's Practice  
**W.A.T.C.H.**  
We Advocate Time Consciousness and Honesty