



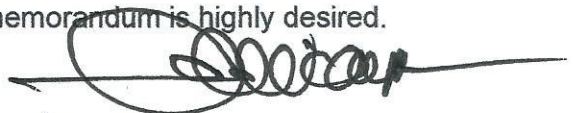
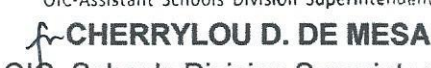
January 08, 2018

**DIVISION MEMORANDUM**  
**NO. 011** s., 2018

**DESIGNATION OF A STUDENT ACTIVITIES COORDINATOR  
FOR SENIOR HIGH SCHOOLS AND SUBMISSION OF  
DIRECTORY OF SENIOR HIGH SCHOOL TEACHERS**

TO: OIC, Office of the Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chiefs, CID/SGOD  
Public Integrated/Stand-alone Senior High School Heads/OICs  
Division Project Development Officers  
All others concerned

1. As per the DepEd Order 19, s. 2016, Principals/School Heads of each Senior High School, whether integrated or stand-alone, should designate a member of the teaching staff to serve as Student Activities Coordinator (SAC). The functions of SACs are as follows:
  - Coordinate the implementation of co-curricular and extra-curricular programs of the school (with the Division Youth Formation Coordinators); and
  - Report to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.
2. Relative to this, the Division requires the provision of contact details of your designated SACs through this link: <https://tinyurl.com/CaviteProvSACs>.
3. The Division also desires to maintain a directory of senior high school teachers through this Google Form: <https://tinyurl.com/CaviteSHSTeacherDirectory>. You will need to login to your official DepEd e-mail (\*\*\*\*\*@deped.gov.ph e-mail) in order to gain access to the form.
4. Deadline for the accomplishment of both forms is on January 12, 2018, Friday. Widest dissemination of, and compliance to this memorandum is highly desired.

  
ELIAS A. ALICAYA, JR. Ed.D.  
OIC-Assistant Schools Division Superintendent  
  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

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