



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF CITY OF SAN JOSE DEL MONTE**

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**MEMORANDUM**

OSDS-OSDS-2024-002

To : **MARIA ELEONOR D. GAVINO**  
Project Development Officer II-LRMDS  
Schools Division Office City of San Jose del Monte

From : **ERICSON S. SABACAN, EdD, CESO V**  
Schools Division Superintendent

Subject: **DESIGNATION ORDER**

Date : 04 January 2024

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In the exigency of service, you are hereby designated as **Division Alternative Delivery Mode Coordinator (ADM) in the Curriculum Implementation Division (CID) effective May 28, 2023** with the following duties and responsibilities:

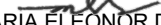
- a. Facilitate smooth implementation of Alternative Delivery Mode (ADM) program at the SDO level, as appropriate;
- b. Monitor the conduct of ADM activities in schools;
- c. Evaluate and recommend the approval of school level proposals to offer ADM program to be granted permit in the Regional level;
- d. Ensure that ADM program strictly comply with procedures stipulated in this policy;
- e. Resolve emerging issues and challenges in the implementation and management of school-initiated Alternative Delivery Mode program; and
- f. Does related work as may be assigned by higher officials.

Further, this Designation is in addition to the duties and responsibilities of your current position. It does not entail added remuneration and can be revoked anytime by the Appointing Authority as the exigency of service may so require.

Please be guided accordingly.

Reference: DO No. 54, s. 2012

Conforme:

  
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MARIA ELEONOR D. GAVINO  
Signature Over Printed Name

January 9, 2024

Date

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001/January 04, 2024

**“MATATAG: Bansang Makabata, Batang Makabansa”**

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Address: Eco Park, Brgy. Muzon, City of San Jose Del Monte, Bulacan, 3023

Telephone No. (044) 305-7395

Website: [depedcsjdm.weebly.com](http://depedcsjdm.weebly.com)

Email: [sanjosedelmonte.city@deped.gov.ph](mailto:sanjosedelmonte.city@deped.gov.ph)