



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM- 2024- 04- 167  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

DATE: \_\_\_\_\_ Time: 4:26  
 By: APR 11 2024

Division Memorandum  
 No. 167 Series of 2024

TO : **Assistant Schools Division Superintendent  
 Chief Education Supervisors (SGOD and CID)  
 Public Elementary and Secondary School Heads  
 Teaching and Non-Teaching Personnel  
 All Others Concerned**

FROM : **CHERRY MAE L. LIMBACO-REYES**  
 Schools Division Superintendent

DATE : **April 11, 2024**

**SUBJECT : DESIGNATION OF DIVISION PUBLIC ASSISTANCE COORDINATOR**

1. Pursuant to DepEd Order No. 46, s. 2022 and Division Memorandum No. 571, s. 2022 with the same subject as stated above, this Office announces the designation of **Karl Lois C. Pagaran, PDO I**, as **Division Public Assistance Coordinator** vice Elaine Joy B. Baula, PDO I.
2. The designated PAC shall be tasked to:
  - a. Facilitate all concerns received or referred through Hotline 888 and Contact Center ng Bayan (VCCB) in coordination with Public Affairs Service-Public Assistance Action Center (PAS-PAAC);
  - b. Monitor all concerns referred by PAAC and assist in their resolution;
  - c. Facilitate the collection of data for the Citizen/Client Satisfaction Survey (CCSS) Report;
  - d. Attend meetings, workshops and other related activities, and cascade the information to their respective offices and schools;
  - e. Prepare reports and related communications;
  - f. Coordinate with DepEd Central Office and provide feedback if necessary; and
  - g. Perform other tasks related to DepEd PAS-PAAC programs, projects and activities.
3. Public Assistance Coordinator and Action Center Hotlines contact No. 0915-245-0076 or you may email at [pac.malaybalay@deped.gov.ph](mailto:pac.malaybalay@deped.gov.ph).

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