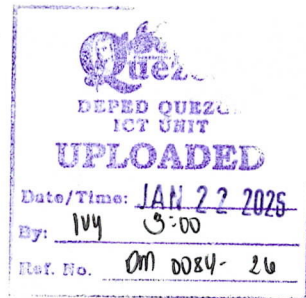




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



19 January 2026

**DIVISION MEMORANDUM**

**DM No. 0084, s. 2026**

**DESIGNATION OF LEGAL ASSISTANT I CARLEEN D. AGUILA AS  
DIVISION PUBLIC ASSISTANCE COORDINATOR (DPAC)**

**To:** Assistant Schools Division Superintendents  
Chiefs - CID/SGOD  
Section Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public Schools Elementary and Secondary School Heads  
All Others Concerned

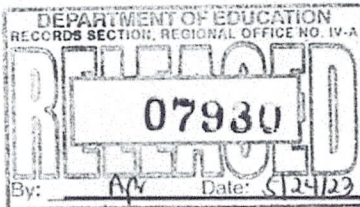
1. In reference to Regional Memorandum No. 261, s. 2023 titled "Reiteration of the Designation of Division Public Assistance Coordinators (DPAC)", this Office announces the designation of **Legal Assistant I Carleen D. Aguila** as **Division Public Assistance Coordinator (DPAC)**, effective **January 19, 2026**.
2. As DPAC, Legal Assistant I Aguila shall perform the following duties and responsibilities:
  - a. Facilitate concerns referred by Public Affairs Service – Public Assistance Action Center (PAS-PAAC) and DepEd CALABARZON Regional Public Assistance Team (RPAT);
  - b. Facilitate concerns referred through Hotline 8888, Contact Center ng Bayan (CCB), and Presidential Action Center (PACE);
  - c. Monitor all concerns referred by PAAC and RPAT and assist in their resolution;
  - d. Attend meetings, workshops and other related activities, if needed, and cascade the information to their respective offices and schools; and
  - e. Other functions stated in DepEd Memorandum No. 46, s. 2022.
3. Immediate and widest dissemination of this Memorandum is earnestly requested.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



**Address:** Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
**Trunkline #:** (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321  
**E-mail Address:** [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
**Website:** <https://quezon.deped.gov.ph>



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



12 May 2023

**Regional Memorandum**  
No. 261, s.2023

## **REITERATION OF DESIGNATION OF DIVISION PUBLIC ASSISTANCE COORDINATORS (DPAC)**

To: **Schools Division Superintendents**

1. The Department of Education issued DepEd Memorandum No. 46, s. 2022 titled Designation of Regional and Division Public Assistance Coordinator in order to improve the frontline services of the Department through the provision of satisfactory assistance and faster resolution of concerns received by DepEd offices.
2. In line with this memorandum, DepEd CALABARZON Regions reminds all Schools Division Offices to designate their own Division Public Assistance Coordinator (DPAC) who will be the Division counterpart of the Regional Public Assistance Coordinator (RPAC).
3. The Region would like to emphasize the following duties of the DPAC:
  - a. Facilitate concerns referred by Public Affairs Service-Public Assistance Action Center (PAS-PAAC) and DepEd CALABARZON Regional Public Assistance Team (RPAT);
  - b. Facilitate concerns referred through Hotline 8888, Contact Center ng Bayan (CCB), and Presidential Action Center (PACE);
  - c. Monitor all concerns referred by PAAC and RPAT and assist in their resolution;
  - d. Attend meetings, workshops and other related activities, if needed, and cascade the information to their respective offices and schools; and
  - e. Other functions stated in DepEd Memorandum No. 46, s. 2022.
4. Each designated DPAC is advised to secure a designation memorandum signed by the Schools Division Superintendent.
5. Each DPAC is advised to create their own Public Assistance Coordinator email. Kindly coordinate with the Division ITO for the creation of the email. The suggested format for uniformity purposes is as follows: `pac.sdo____@deped.gov.ph` (e.g., [pac.sdocaviteprovince@deped.gov.ph](mailto:pac.sdocaviteprovince@deped.gov.ph)).



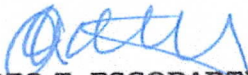

Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



Certificate No. PHP QMS  
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Please be advised that PAAC and RPAT concerns will be sent through the DPAC's email address.

6. All designated officers are requested to fill out the online directory form at <https://bit.ly/DepEd4ADPAC2023> and upload a scanned copy of their designation.
7. If a DPAC shall be replaced, it is advised that the RPAT be immediately informed through [pac.ro4a@deped.gov.ph](mailto:pac.ro4a@deped.gov.ph) and the new DPAC shall accomplish the online form.
8. Strict compliance with this memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director *ama* 

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