

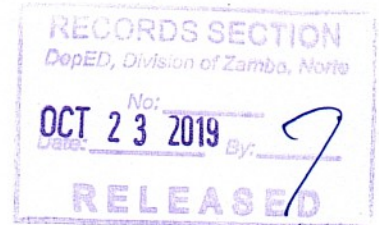


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IX, Zamboanga Peninsula  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE  
Dipolog City



**MEMORANDUM**

To : Public Schools District Supervisor  
School Principals/Heads of Public Elementary Schools  
Cluster MEP/ALS-ALIVE In-Charged  
District MEP Coordinators  
Regular/Contractual MEP Teachers  
All Other Concerned




From : **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject: **DUTIES AND RESPONSIBILITIES OF DISTRICT MEP COORDINATORS AND CLUSTER MEP / ALS-ALIVE IN-CHARGED**

Date : October 8, 2019

1. In line with the implementation of the Madrasah Education Program (MEP) and the ALIVE in ALS program in the 14 implementing districts in the Division, the Schools Division of Zamboanga del Norte effectively implement the standards and guidelines on the establishment and operation of the said programs and continuously provides the support mechanisms necessary for its continual adaptation.
2. Therefore this office, under the Curriculum Implementation Division (CID) designated Cluster MEP / ALS-ALIVE In-Charge and District MEP Coordinators in the implementing districts to ensure the sustentation of these programs.
3. The District MEP Coordinators, Cluster MEP/ALS-ALIVE In-Charge are to perform the following roles and responsibilities in addition to their mandated functions, to wit:
  - a. To assist the Division MEP Focal in their assigned cluster or districts to monitor and observe MEP classes/ALS-ALIVE sessions; provide technical assistance to teachers particularly on the effective and efficient implementation of the MEP & ALS-ALIVE Curricula; school mapping and organizing of MEP classes/ALS-ALIVE session; conduct of MEP/ALS-ALIVE Advocacy activities; and on the collection, consolidation, verification and submission of reports to the Division Office;
  - b. To provide technical assistance in assessing and recommending teacher applicants on their Arabic and Islamic Values qualifications for hiring of regular MEP & ALS-ALIVE teachers in the their assigned cluster or districts;
  - c. To call for cluster or district conferences, meetings and other related convergences to all MEP & ALS-ALIVE teachers when deemed necessary for the advancement of the programs and in establishing linkages with the Muslim community leaders/elders, LGU and other stakeholders regarding the details of the program;

- d. To assist the Division MEP Focal in the implementation of the initiated sub-programs (LEAD, MOA, ACT & Cluster/District MEP & ALS-ALIVE LAC Session) that will cater to the effective and efficient promotion of MEP & ALS-ALIVE programs in their assigned cluster or districts;
  - e. To assist the Division MEP Focal to monitor the operation of DepED accredited/recognized private Islamic Schools (Madaaris) so as to know the status of their operation and extend assistance to them appropriately;
  - f. To do other tasks as may be delegated to them by the higher authorities.
4. If the designated District MEP Coordinator, Cluster MEP & ALS-ALIVE In-Charge are occupying a school head or a regular item, the said roles and responsibilities will be reflected on their OPCRF/IPCRF as a SPECIAL TASK.
  5. For immediate and widest dissemination to all concerned is hereby desired.

  
**PEDRO MELCHOR M. NATIVIDAD, Ph.D., CSEE**  
Schools Division Superintendent

