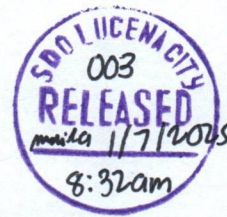




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



DESIGNATION ORDER
2025-PER-001

TO : **MYLA K. MENDIOLA**
Education Program Supervisor

FROM : **SUSAN DL. ORIBIANA**
Schools Division Superintendent

SUBJECT : **DESIGNATION ORDER AS FOCAL PERSON OF INDIGENOUS PEOPLE'S
EDUCATION (IPEd) IN SDO-LUCENA CITY**

DATE : January 3, 2025

1. In the exigency of service, you are hereby designated as Focal Person of **Indigenous People's Education (IPEd)** effective January 6, 2025.
2. You are expected to perform the duties and responsibilities attached to your designation and such other related functions as may be assigned until such time this designation order is rescinded.
 - Oversees IPEd Program implementation in support of SDO senior management.
 - Finalizes the Division IPEd Work and Financial Plan (WFP) and ensures its timely submission.
 - Monitors the utilization of the IPEd Program Support Fund (PSF) of the SDO.
 - Provides timely feedback and reports to SDO senior management, especially on matters requiring management decision and intervention.
 - Coordinates with and provides timely feedback to the RO and IPsEO (Indigenous People's Education Office) on policy, program, and operational concerns.
 - Facilitates discussions to set SDO directions and plans for the IPEd Program informed by the discussions with IPEd-implementing schools and IP community partners.
 - Convenes meetings, consultations other related activities with IP community partners (i.e., IP elders and other community representatives engaged with DepEd on IPEd) in relation to IPEd program directions and plans at the schools' division level.
 - Coordinates the provision of technical assistance within the SDO, schools, and learning centers.
 - Coordinates with the appropriate offices/units and persons within and outside DepEd at the school's division level as needed in the implementation of IPEd activities.
 - Coordinates with offices and other focal persons/program coordinators within the SDO to ensure that IPEd concerns are addressed in operations and implementation of programs and projects.

- Initiates specific IPed activities based on national policy and program directions in coordination with the appropriate offices and programs in the SDO.
- Represents the SDO, particularly the IPed Program, in gatherings, meetings, and other forums involving various stakeholders.
- Facilitates the resolution of IP-related issues and concerns referred by various offices across governance levels.
- Provides technical assistance to IP community partners, civil society support groups/NGOs, private learning institutions serving IP learners in the resolution of issues and concerns.
- Prepares the necessary reports and ensures their timely submission.
- Maintains a well-organized archive of IPed Programs documents.
- Ensures proper orientation on program processes and turnover of documents in the event that a new focal person is designated.
- Performs other ad hoc functions as agreed with SDO and RO senior management, and IPsEO.

3. Immediate dissemination of and strict compliance with this Order is directed.

Concurred:

MYLA K. MENDIOLA
Education Program Supervisor