



DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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

RECEIVED
18 OCT 2021

Ry: *[Signature]*

11:31am

15 Oct 2021

DIVISION MEMORANDUM

No. 451, s. 2021

DESIGNATION AS NATIONAL DRUG EDUCATION PROGRAM COORDINATOR

To : **RUDOLF ANTHONY O. ERISPE**
Nurse II
City Schools Division of Biñan City

1. In the exigency of the service, you are hereby designated as **NATIONAL DRUG EDUCATION PROGRAM COORDINATOR** effective immediately and in addition to your assignment as Nurse II. See attached file.

2. You are expected to perform the duties and responsibilities of the said position effectively and efficiently until further notice.

5. Immediate dissemination of this Memorandum is desired

[Signature]
EDNA FAURA-AGUSTIN
Schools Division Superintendent

Encl: As stated

Reference: DO 28 s. 2018

DO 30 s. 2018

SGOD/SH / DESIGNATION AS NATIONAL DRUG
EDUCATION PROGRAM COORDINATOR

327 / 10/15/2021



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NATIONAL DRUG EDUCATION PROGRAM (NDEP) COORDINATOR DUTIES AND RESPONSIBILITIES

1. Collaborate with the Division TWG for effective implementation of the program
2. Coordinate with the Curriculum Implementation Division (CID) in the implementation of the policy and guidelines for preventive drug education.
3. Collaborate with the CID in monitoring and evaluating the implementation of policy and guidelines for preventive drug education by the schools
4. Prepare a Division Implementation Plan for NDEP
5. Network, collaborate and maintain partnership with the potential partner agencies, organizations, and Local Government Units (LGUs) for fund and technical support for curriculum development, program policy advocacy, legislation, monitoring and evaluation
6. Undertake program advocacy with partners and other stakeholders
7. Conduct training and capacity development for implementers, partners and other Stakeholders in collaboration with Youth Formation Section.
8. Do mapping of available partners as reference for school implementers
9. Provide technical assistance to schools on the conduct of training and orientation, funding sources and link up with partners, among others.
10. Participate in the capacity building, seminars, meetings conducted by the RO/CO.
11. Conduct meetings among school NDEP Coordinators and address issues and concerns.
12. Gather feedback on the implementation of the PDEP from all concerned internal and external stakeholders.
13. Consolidate reports on incidents and ceases in all schools and submit a Schools Division report to the Regional Director and facilitate the referral of violations reports to the appropriate offices
14. Conduct Performance Implementation Review among school implementers
15. Implement incentives and awards for Best School Implementer.
16. Consolidate and submit required reports to the Regional Office (RO) and other pertinent documents as required by the Central Office (CO).
17. Submit Program Terminal Report consolidating yearly reports from schools at the end of school year.

