



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
DIVISION OF CEBU PROVINCE  
Sudlon, Lahug, Cebu City

**DepED**

July 15, 2013

DIVISION MEMORANDUM

No. 367 s. 2013

**DESIGNATING COORDINATORS FOR CULTURE AND ARTS**

To: OIC, Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. To strengthen the promotion and nurturance of the Filipino Arts and Culture, this Office directs all Elementary and Secondary School Heads to recommend one teacher per school most qualified to do the duties and functions of a Coordinator in Culture and Arts which shall be endorsed by the District Supervisors and Lead Secondary School Principals.
2. School Heads must endorse teachers who possess the following qualifications:
  - Passion for Arts and Culture
  - Dedication and Commitment to work
  - Good human relations
  - Resourcefulness
  - With Right ATTITUDE
3. Designation Order signed by the Schools Division Superintendent shall be issued to teachers who shall be endorsed by the District Supervisors.
4. The District/Municipal Coordinators for Arts and Culture shall be determined from the endorsees not necessarily coming from the Central/ Lead Schools in a form of an election.
5. Immediate and wide dissemination of this Memorandum is desired

  
**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent