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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

*Tanggapan ng Pangalawang Kalihim*  
*Office of the Undersecretary*

Telefax: 631-84-92  
Direct Line: 633-72-03  
Trunk Line: 632-13-61 locals 2006 / 2105  
E-Mail Address: asecreb@l-next.net  
Website: <http://www.deped.gov.ph>

DepEd ORDER  
No. **60**, s. 2003

**JUL 23 2003**

**REQUIRING ALL DISTRICT NFE COORDINATORS (DNFECs)  
TO RENDER FULL-TIME SERVICE**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. The duly designated District Nonformal Education Coordinators (DNFECs) across the country shall be required to continue rendering full-time service in order not to prejudice the various program concerns in Nonformal Education and the Alternative Learning System (NFE/ALS). See enclosure for the duties and responsibilities of the DNFECs.
2. This Order is hereby issued in accordance with the provisions of RA 9155 which stipulates the essential role of DNFECs as a key figure in the NFE/ALS Program implementation, among others.
3. Regional Offices shall submit the updated list of all designated DNFECs duly attested by the Schools Division/City Superintendents to Dr. Carolina S. Guerrero, Director IV, BNFE DepED CO at telefax no. 635-51-89 on or before August 31, 2003.
4. Strict compliance with this Order is directed.

*R. C. Bacani*  
RAMON C. BACANI  
Undersecretary  
Officer-in-Charge

Madel:c:fulltime service  
7-16-03

Encl.:

As stated

References:

DECS Orders: No. 82, s. 1994 and DECS Memorandum: No. 54, s. 1996  
Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

NONFORMAL EDUCATION

TEACHERS

### DUTIES AND RESPONSIBILITIES OF DISTRICT NFE COORDINATORS

KEY RESULT AREA	DUTIES/RESPONSIBILITIES
1. Planning	<ul style="list-style-type: none"><li>➤ Coordinates and participates in the planning for development and implementation of NFE Projects inclusive of its components at the district level.</li></ul>
2. Advocacy and social Mobilization	<ul style="list-style-type: none"><li>➤ Coordinates the conduct of advocacy and social mobilization activities for the NFE Projects in the district.</li></ul>
3. Research and Development	<ul style="list-style-type: none"><li>➤ Coordinates the research and development activities essential for the NFE projects in the district, e.g.<ul style="list-style-type: none"><li>a) Surveys to identify target NFE learners, service providers and other resources for the NFE programs, projects and activities</li><li>b) Assessment of community learning needs</li><li>c) Development of a localized curriculum</li><li>d) Development of community-based learning materials</li><li>e) And others</li></ul></li></ul>
4. Linkage and Networking	<ul style="list-style-type: none"><li>➤ Establishes or reactivates the Municipal Coordinating Council (MCC) or recruits another multi-sectoral group in the community</li></ul>
5. Management of Information and Related Administrative Functions	<ul style="list-style-type: none"><li>➤ Acts as Secretary to the MCC</li><li>➤ Coordinates the development of information, administrative and management systems in the district</li><li>➤ Records and maintains a list of potential service provider organizations in the municipalities</li></ul>

KEY RESULT AREA	DUTIES/RESPONSIBILITIES
6. Monitoring and Evaluation	<ul style="list-style-type: none"> <li>▶ Coordinates the monitoring of the programs and projects in the district</li> <li>▶ Assists in the screening of project proposals by the MCC</li> <li>▶ Coordinates the evaluation needs of the programs/projects in the district</li> </ul>
7. Technical Assistance	<ul style="list-style-type: none"> <li>▶ Provides technical assistance to the MCC, community leaders, clientele groups and other stakeholders regarding NFE and related matters, e.g.:               <ul style="list-style-type: none"> <li>a) Program/project planning</li> <li>b) NFE-SCS</li> <li>c) Proposal Development</li> <li>d) Social Mobilization</li> <li>e) Fund sourcing</li> <li>f) Literacy surveillance</li> <li>g) DEPED systems</li> <li>h) Organization of learning groups</li> <li>i) Materials development</li> <li>j) Training</li> <li>k) And others</li> </ul> </li> </ul>
8. Related Tasks or Services	<ul style="list-style-type: none"> <li>▪ Performs other related tasks as may be required for the success of the project, e.g.:               <ul style="list-style-type: none"> <li>a) Project innovations</li> <li>b) Action researches</li> </ul> </li> </ul>