



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

20 Oct 2026

SCHOOL MEMORANDUM

No. 245 s. 2026

**DESIGNATION OF MR. JAN BERDEN D. BERMEJO AS STE PROGRAM
COORDINATOR**

To: OIC- Assistant Principals for Academics
All Teaching Personnel
All Non- Teaching Personnel
All Others Concerned

1. Please be informed that **MR. JAN BERDEN D. BERMEJO, Teacher III**, is hereby designated as the **Science, Technology and Engineering (STE) Program Coordinator**, effective October 20, 2026, for a minimum period of three (3) years.
2. Mr. Bermejo shall perform the duties and responsibilities outlined in Special Order No. 043, s. 2026.
3. All concerned are enjoined to extend full support and cooperation to him in the performance of his duties.
4. For your information and guidance.

JEFFREY D. PENALES
School Principal I



Address: Lagmay Compound, Medina Ville, Brgy. San Jose, City of Dasmariñas, Cavite
Telephone No: (046) 230-9622
Email Address: 328201@deped.gov.ph
Facebook Page: DepEd Francisco E. Barzaga IHS - Dasmariñas City
Website: <https://www.febihs.com>

Doc. Ref. Code	QMS-REC-F01	Rev	02
Effectivity	09.15.21	Page	1 of 1



Republic of the Philippines
Department of Education

REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

SPECIAL ORDER

No. 043 s. 2026

MR. JAN BERDEN D. BERMEJO

Teacher III

Dear Mr. Bermejo,

You are hereby designated as **STEP- SCIENCE, TECHNOLOGY AND ENGINEERING PROGRAM COORDINATOR** of **FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL** for a minimum period of three (3) years, effective October 20, 2026.

As **STEP- SCIENCE, TECHNOLOGY AND ENGINEERING PROGRAM COORDINATOR**, you are directed to perform the following duties and responsibilities:

- Develop, implement, and monitor the annual STE Program Plan of Activities.
- Lead the formulation and review of the school STE curriculum and special science subjects.
- Coordinate quarterly program reviews and submit semestral and annual accomplishment reports to the Division Office.
- Monitor the delivery of all STE special science and mathematics subjects to ensure quality instruction.
- Maintain standards for class scheduling, grading, and promotion of STE students.
- Lead the STE Admission/ Screening Committee- administer entrance test, interviews, and evaluation of applicants
- Monitor student performance and retention- identify at-risk students and recommend interventions measures.
- Establish and maintain linkages with stakeholders: parents, alumni, LGUs, industries, universities, and science agencies (DOST, PCIEERD, etc.)
- Ensure compliance with all DepEd memoranda and guidelines related to the STE Program.
- Does related work.

It is understood that there will be no additional compensation or remuneration to your present duties as **Teacher III**.

As such, you are expected to perform the necessary duties to effectively carry out your additional responsibilities.

Issued this 20th day of October 2026, at Francisco E. Barzaga Integrated High School, City of Dasmariñas, Cavite.

Very truly yours,

JEFFREY D. PENALES
School Principal I

Conforme:



Address: Lagmay Compound, Medina Ville, Brgy. San Jose, City of Dasmariñas, Cavite
Telephone No: (046) 230-9622
Email Address: 328201@deped.gov.ph
Facebook Page: DepEd Tayo Francisco E. Barzaga IHS – Dasmariñas City
Website: <https://www.febihs.com>

Doc. Ref. Code	QMS-REC-F01	Rev	02
Effectivity	09.15.21	Page	1 of 1