



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

19 JAN. 2021

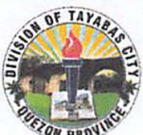
DIVISION MEMORANDUM
No. 013 s. 2021

TURN OVER OF DONATIONS FROM GROILER INTERNATIONAL INC.

To: OIC-Assistant Schools Division Superintendent
Chief Education Program Supervisors
Heads, Unit/Section
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. With reference to RA 8525 of 1998 also known as "An Act Establishing Adopt-A-School Program (ASP), Providing Incentives therefor and for Other Purposes", the City Schools Division of the City of Tayabas announces the turnover of books from Groiler International Inc.
2. This partnership aims to provide additional support to schools through book donations. All schools are hereby requested to make the necessary arrangements to accommodate the partnership by receiving and utilizing the books donated. See enclosure 1 for the schedule and list of recipient schools and enclosure 2 for the program of donation turn over.
3. School Adopt-A-School Program coordinators shall facilitate the simple turn over ceremony, proper documentation including photos, narrative reports, video documentation and accomplished Deed of Donation and Acceptance
4. In compliance with DepEd Order No. 14 s. 2020 known as "Guidelines on the Required Health Standards in Basic Education Offices and Schools", required minimum health standards must be strictly followed.
5. For queries, kindly contact Ms. Joan Kathleen T. Brizuela at joan.brizuela@deped.gov.ph.
6. Attached are the Enclosure 1 – Schedule and List of Recipient Schools, and Enclosure 2 - Program of Donation Turn Over.
7. Immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



Brgy. Potol, Tayabas City



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<https://depedtayabas.com/>



Enclosure 1: Schedule and List of Recipient Schools

NO	SCHOOL ID	SCHOOL NAME	DATE	TIME
1		Division Office Turn Over	25/01/2021	9am
2	109243	Tayabas EAST CSI	25/01/2021	2pm
3	109243	Tayabas EAST CSI 2	26/01/2021	8am
4	109243	Tayabas EAST CSI 3	26/01/2021	2pm
5	109259	Tayabas WEST CSI	27/01/2021	8am
6	109260	Tayabas WEST CSI 2	27/01/2021	2pm
7	109262	Tayabas WEST CSI 3	28/01/2021	8am
8	109261	Tayabas WEST CSI IV	28/01/2021	2pm
9	301347	Luis Palad Integrated School	29/01/2021	8am
10	342576	Buenaventura Alandy National HS	29/01/2021	2pm
11	109233	EAST Palale Elementary School	01/02/2021	8am
12	109234	Ilasan Elentary School	01/02/2021	1pm
13	109242	SOUTH Palale Elementary School	01/02/2021	3pm
14	109247	Wakas Elementary School	02/02/2021	8am
15	109253	Ipilan Alitao Elementary School	02/02/2021	2pm
16	109254	Froilan L Lopez Elementary School	03/02/2021	8am
17	109255	Kalumpang Elementary School	03/02/2021	1pm
18	109258	Potol Elementary School	03/02/2021	3pm
19	109248	WEST Palale Elementary School	04/02/2021	8am
20	301381	Rosario Quezado MNHS	04/02/2021	2pm
21	500496	Dapdap Integrated School	05/02/2021	8am
22	301416	WEST Palale National HS	05/02/2021	2pm



Enclosure 2: Program of Donation Turn Over

TURN-OVER CEREMONY PROGRAM FLOW SAMPLE

1. Preliminaries
 - Opening Prayer
 - National Anthem
2. Message of Thanks
 - School Head / School's Representative
3. Message of Support
 - Partner's Representative
4. Details of Donations
 - Adopt-A-School Program Coordinator
5. Signing of the Deed of Donation and Deed of Acceptance
6. Photo Opportunity

Note: Since the donations are reading materials, it is suggested that the School Librarian and/or Learning Resource Coordinator be present during the turn-over ceremony.

