



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

21 November 2025

DIVISION MEMORANDUM

No. 827 s. 2025

**TURNOVER OF LOT DONATION FOR A PROPOSED
HIGH SCHOOL**

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

1. Pursuant to **Republic Act No. 8525 of 1998**, also known as the **Adopt -A-School Program Providing Incentives Therefor**, the City Schools Division of the City of Tayabas will conduct the **Turnover Ceremony for the Lot Donation for Reymundo D. Cabuyao National High School on November 26, 2025, 2:00 p.m. at East Palale Lot Donation Site, Brgy. Silangang Palale, Tayabas City.**
2. This activity aims to conduct turn over ceremony for the said lot donation.
3. Participants to the orientation are the Division Technical Working Group (TWG) and stakeholders. Refer to **Enclosure 1 for the Member of the Division TWGs** and **Enclosure 2 for the Turnover Program.**
4. Immediate dissemination and compliance with this Memorandum are desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: RA 8525 of 1998
To be indicated in the Perpetual Index
under the following subjects:

ADOPT-A-SCHOOL PROGRAM
REYMUNDO D. CABUYAO NHS
LOT DONATION
ACCESS

SGOD- turnover of lot donation for a proposed high school
SGORG4BQ-003881/November 21, 2025

Enclosure 1: List of the Members of SDO TWGs

NO.	NAME	POSITION
1.	Celedonio B. Balderas Jr.	Schools Division Superintendent
2.	Herbert D. Perez	Assistant Schools Division Superintendent
3.	Atty. Maria Hannah D. Perez – Formento	Attorney III
4.	Imelda C. Raymundo	CES – SGOD
5.	Maria Corazon A. Borbon	EPS – SGOD
6.	Joan Kathleen M. Talabong	Education Program Specialist II
7.	Joyce Ann P. Limbo	Supply Officer
8.	Engr. Jaypee A. Escobar	Technical Assistant III
9.	Oliver Marquez	Support Staff
10.	Drioden G. Nuqui	GIP
11.	Dexter Cabuyao	Driver

Enclosure 2: Turnover Program

TURN - OVER OF LOT DONATION FOR RAYMUNDO D. CABUYAO NATIONAL HIGH SCHOOL NOVEMBER 26, 2023 2:00 PM		
TIME	ACTIVITY	FACILITATOR/ PRESENTERS
2:00 – 2:10 P.M	Prayer National Anthem Himno ng Tayabas	AVP
2:10 – 2:25 P.M	Opening Remarks	HERBERT D. PEREZ, CESO VI Assistant School Division Superintendent
2:25 – 2:35 P.M	Rationale and Objectives	IMELDA C. RAYMUNDO CES - SG00
2:35 – 2:55 P.M	Message	CELEDONIO B. BALDERAS JR. Schools Division Superintendent HON. ANTHONY A. LIM City Mayor, Tayabas City ROBERTO C. OABEL Chairperson, Brgy. EPES
2:55 – 3:10 P.M.	Ceremonial Turn Over of Lot Donation	SEVERINA NADRES - ESCONDO Donor CELEDONIO B. BALDERAS JR. Donee
3:10 – 3:20 P.M.	Message of Support	ENGR. ARCEO DIVINAGRACIA President, Tayabas City FPTA OTHER STAKE HOLDERS
3:20 – 3:30 P.M.	Details of Donation	ATTY. MARIA HANNAH D. PEREZ - FORMENTO Attorney III
3:30 – 3:40 P.M.	Vote of Thanks	TERESA ANDAYA School Principal EPES

