



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

November 3, 2022

DIVISION MEMORANDUM

No. 569 s. 2022

TURNOVER OF GROLIER INTERNATIONAL INC'S DONATIONS TO ALL THE SCHOOLS IN THE DIVISION

To: **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CID & SGOD CHIEF
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS
DIVISION PARTNERSHIP FOCAL PERSONS
BRIGADA ESKWELA/ADOPT-A-SCHOOL COORDINATORS
All Others Concerned**

1. In our continuous effort in promoting and implementing Adopt-a-School Program Act (R.A. No. 8525), this Division through the Social Mobilization and Networking Unit (Socmob) unit has successfully sealed partnership with Grolier International Inc. in providing book donations to all the public elementary and secondary schools under this Division.
2. As such, each School Head and ASP/BE Coordinator should facilitate a simple turn-over ceremony which adhere to the health protocols set by the Inter Agency Task Force-Emerging Infectious Disease (IATF-EID) and Department of Health (DOH). Proper documentation such as accomplishing the Deed of Donation and Acceptance, photo documentation and video documentation should be prepared accordingly.
3. In line with this, the schedule of the turn-over book donation and online access code to each school will be conducted starting November 10 until December 2, 2022. The detailed schedule of turn-over of donations is given in *Enclosure No. 2* as well as the simple of turn-over ceremony of program flow in *Enclosure No. 3*
4. Moreover, the School Division Office through the Socmob Unit should facilitate a short turn over ceremony for the Division office on November 10, 2020, 9:00AM to 11:00AM at the Library Hub, Tacloban City Division.
5. The attendees for the Division Office Turn-Over activity are the Education Program Supervisors (EPS), Public Schools District Supervisors (PSDS), EPS- II for ALS, Top Management Officials, Librarian, ITO, and Guests from Grolier International.





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Enclosure No. 3 of Division Memorandum No. ____ s. 2022

SAMPLE OF TURN-OVER CEREMONY PROGRAM FLOW

PHILIPPINE NATIONAL ANTHEM

PRAYER

WELCOME ADDRESS

MESSAGE AND ORIENTATION ON
GROLIER ONLINE

(GROLIER STAFF)

READING OF DEED OF DON ATION
AND ACCEPTANCE

AWARDING OF CERTIFICATE ON
1 YEAR ACCESS TO GROLIER ONLINE

(GROLIER DEPUTY DIVISION MANAGER)

INTERMISSION NUMBER

(GROLIER STAFF)

MESSAGE OF SUPPORT

(GROLIER DEPUTY DIVISION MANAGER)

MESSAGE OF RESPPONSE

SHARING ON CHILD DEVELOPMENT PROGRAM

(GROLIER REPRESENTATIVE)

CLOSING REMARKS

ON-SITE REGISTRATION

(GROLIER STAFF)



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Enclosure No. 2 of Division Memorandum No. ____ s. 2022

DIVISION MOA SIGNING	9:00AM-11:00AM	THU	11/10/2022		
SCHOOL NAME	TIME	DAY	DATE		
DISTRICT LEARNING CENTER I					
LUCIO VIVERO CS	3:30PM-4:30PM	THU	11/10/2022	24	6500
KAPUSO VILLAGE IS	3:30PM-4:30PM	THU	11/10/2022	46	6500
STA. ELENA ES	11:00AM-12:00NN	FRI	11/11/2022	8	2500
OLD KAWAYAN ES	11:00AM-12:00NN	FRI	11/11/2022	8	2500
TAGPURO ES	3:30PM-4:30PM	FRI	11/11/2022	8	2500
VILLA SOFIA ES (TAGPURO ES ANNEXO	3:30PM-4:30PM	FRI	11/11/2022	8	2500
ST. FRANCIS IS (B. BUTANATE & KVIS AN	3:30PM-4:30PM	MON	11/14/2022	15	2500
RIDGE VIEW PARK IS	3:30PM-4:30PM	MON	11/14/2022	48	6500
STO. NINO ES	11:00AM-12:00NN	MON	11/14/2022	9	2500
NORTH HILL ARBOURS IS	11:00AM-12:00NN	MON	11/14/2022	36	6500
GREENDALE RESIDENCES IS	3:30PM-4:30PM	TUE	11/15/2022	21	6500
GUADALUPE HEIGHTS IS	3:30PM-4:30PM	TUE	11/15/2022	43	6500
NEW HOPE ES	11:00AM-12:00NN	TUE	11/15/2022	16	6500
NORTHERN TACLOBAN CITY NHS	11:00AM-12:00NN	TUE	11/15/2022		6500
DISTRICT LEARNING CENTER II					
TIGBAO-DIIT CS	11:00AM-12:00NN	WED	11/16/2022	31	6500
B. BULANTE ES	11:00AM-12:00NN	WED	11/16/2022		2500
CAMANSIHAY ES	3:30PM-4:30PM	WED	11/16/2022	10	2500
CABALAWAN ES	3:30PM-4:30PM	WED	11/16/2022	17	6500
BAGACAY ES	11:00AM-12:00NN	THU	11/17/2022	21	6500
SCANDINAVIAN ES	11:00AM-12:00NN	THU	11/17/2022		6500
SAN ROQUE ES	3:30PM-4:30PM	THU	11/17/2022	8	2500
LORENZO DAA MS	3:30PM-4:30PM	THU	11/17/2022	7	2500
TACLOBAN CITY NHS	11:00AM-12:00NN	FRI	11/18/2022	56	6500
ANTONIO BALMERS NHS	11:00AM-12:00NN	FRI	11/18/2022	18	6500
SCANDINAVIAN NHS	3:30PM-4:30PM	FRI	11/18/2022	28	6500
DISTRICT LEARNING CENTER III					
KAPANGIAN-AN CS	3:30PM-4:30PM	FRI	11/18/2022	43	6500
MERCY VILLE ES	11:00AM-12:00NN	MON	11/21/2022	16	6500
PALANOG ES	11:00AM-12:00NN	MON	11/21/2022	27	6500
PALANOG RESETTLEMENT ES	3:30PM-4:30PM	MON	11/21/2022	18	6500
BASPER ES	3:30PM-4:30PM	MON	11/21/2022		2500

SALVACION ES	11:00AM-12:00NN	TUE	11/22/2022	15	6500
TACLOBAN NATIONAL AGRI SCHOOL	11:00AM-12:00NN	TUE	11/22/2022	44	6500
DISTRICT LEARNING CENTER IV					
CITY CENTRAL SCHOOL	3:30PM-4:30PM	TUE	11/22/2022	30	6500
BAYANIHAN ES	3:30PM-4:30PM	TUE	11/22/2022		2500
NULA-TULA ES	11:00AM-12:00NN	WED	11/23/2022		2500
BLISS ES	11:00AM-12:00NN	WED	11/23/2022	13	2500
LEYTE NHS	3:30PM-4:30PM	WED	11/23/2022		6500
DISTRICT LEARNING CENTER V					
RIZAL CS	3:30PM-4:30PM	WED	11/23/2022	61	6500
RTR ES	11:00AM-12:00NN	THU	11/24/2022	23	6500
STO. NINO SHS	11:00AM-12:00NN	THU	11/24/2022	19	6500
DISTRICT LEARNING CENTER VI					
PANALARON CS	3:30PM-4:30PM	THU	11/24/2022	24	6500
STO. NINO SPED CENTER	3:30PM-4:30PM	THU	11/24/2022		2500
ANIBONG ES	11:00AM-12:00NN	FRI	11/25/2022	21	6500
CIRILO ROY MONTEJO HS	11:00AM-12:00NN	FRI	11/25/2022	76	6500
DISTRICT LEARNING CENTER VII					
SAN FERNANDO CS	3:30PM-4:30PM	FRI	11/25/2022	54	6500
JUDGE ANTONIO R. MANTILLA, SR. ES	3:30PM-4:30PM	FRI	11/25/2022	26	6500
UTAP ES	11:00AM-12:00NN	MON	11/28/2022	20	6500
DVQ MS	11:00AM-12:00NN	MON	11/28/2022	21	6500
TACLOBAN CITY NIGHT HS				32	6500
DISTRICT LEARNING CENTER VIII					
SAGKAHAN CS	3:30PM-4:30PM	MON	11/28/2022	51	6500
CAIBAAN ES	3:30PM-4:30PM	MON	11/28/2022	29	6500
SAGKAHAN NHS	11:00AM-12:00NN	TUE	11/29/2022	132	8500
DISTRICT LEARNING CENTER IX					
MARASBARAS CS	11:00AM-12:00NN	TUE	11/29/2022	34	6500
DR. AP BANEZ MS	3:30PM-4:30PM	TUE	11/29/2022	22	6500
V&G MS	3:30PM-4:30PM	TUE	11/29/2022	37	6500
MARASBARAS NHS	11:00AM-12:00NN	THU	12/01/2022	38	6500
V&G NHS	11:00AM-12:00NN	THU	12/01/2022	26	6500
DISTRICT LEARNING CENTER X					
SAN JOSE CS	3:30PM-4:30PM	THU	12/01/2022	79	6500
FISHERMAN'S VILLAGE ES	3:30PM-4:30PM	THU	12/01/2022	9	2500
MANLURIP ES	11:00AM-12:00NN	FRI	12/02/2022	17	6500
SAN JOSE NHS	11:00AM-12:00NN	FRI	12/02/2022	94	7500