



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
 No. 256, s. 2021

May 5, 2021

**SCHEDULE OF TURN - OVER OF BOOK DONATIONS FROM GROLIER PHILIPPINES**

To: Assistant Schools Division Superintendent  
 Chiefs, CID and SGOD  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All others concerned

1. Grolier Philippines, in partnership with the Schools Division of Digos City, shall be turning over book donations for the benefit of the schools. The purpose of the partnership is to sustain the appreciation for reading in this time of pandemic.
2. In view of the above, school heads are hereby advised to make the necessary preparations for the turn-over ceremony (see attached schedule) with the assistance of the school ASP coordinator.
3. A deed of donation and acceptance shall be prepared by the school to properly document the donation. Attached is a sample program flow for reference of the schools.
4. For queries and other details, you may contact Mr. Peter-Jason C. Senarillos, Senior Education Program Specialist, Division Adopt-A-School Program Coordinator through mobile number, 0998-569-1866.
5. For immediate dissemination

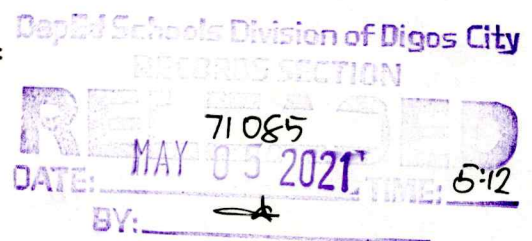
  
**CRISTY C. EPE**  
 Schools Division Superintendent 

Encls: Annexes

References:

To be indicated in the Perpetual Index under the following subjects:  
 GOVERNANCE      PARTNERSHIP      GROLIER

PETER-JASON SENARILLOS:  
 5 May 2021





**DIGOS CITY DIVISION**  
**Schedule of Book Donation**  
**July 2021**

	<b>NAME OF SCHOOL</b>	<b>ADDRESS</b>	<b>TURN-OVER SCHEDULE</b>
1	Don Mariano Marcos ES	Plaridel Street, Zone III, Digos City	Jul. 12, 2021 - 1:00 P.M.
2	Ramon Magsaysay CES	Magsaysay Street, Zone III, Digos City	Jul. 13, 2021 - 9:00 A.M.
3	Balabag ES	Barangay Balabag	Jul. 13, 2021 - 1:00 P.M.
4	Digos City CES	Rizal Avenue, Zone I, Digos City	Jul. 14, 2021 - 9:00 A.M.
5	Digos City NHS (Davao Del Sur NHS)	Rizal Avenue, Zone I, Digos City	Jul. 15, 2021 - 9:00 A.M.
6	Dulangan ES	Barangay Dulangan	Jul. 16, 2021 - 9:00 A.M.
7	Pedro Basalan ES	Barangay Tres de Mayo	Jul. 16, 2021 - 9:00 A.M.
8	Remedios N. Saplala ES (Matti ES)	Barangay Matti	Jul. 16, 2021 - 1:00 P.M.
9	Matti NHS	Barangay Matti	Jul. 16, 2021 - 1:00 P.M.
10	Arcaflor Maniapao E/S	Barangay San Agustin	Jul. 19, 2021 - 9:00 A.M.
11	Jolencio R. Alberca ES (San Nicolas PS Annex)	Barangay Tres de Mayo	Jul. 19, 2021 - 9:00 A.M.
12	Lungag ES	Barangay Lungag	Jul. 19, 2021 - 1:00 P.M.
13	Colorado ES	Barangay Colorado	Jul. 19, 2021 - 1:00 P.M.
14	Casildo B. Nonol, Sr. ES (San Roque ES)	Barangay San Roque	Jul. 19, 2021 - 1:00 P.M.
15	Ruparan ES	Barangay Ruparan	Jul. 20, 2021 - 9:00 A.M.
16	Ruparan NHS	Barangay Ruparan	Jul. 20, 2021 - 9:00 A.M.
17	Federico Alferez ES (Goma)	Barangay Goma	Jul. 20, 2021 - 1:00 P.M.
18	Goma National High School	Barangay Goma	Jul. 20, 2021 - 1:00 P.M.
19	Damñas ES	Barangay Damñas	Jul. 20, 2021 - 1:00 P.M.
20	Isaac Abalayan ES	Barangay San Jose	Jul. 22, 2021 - 9:00 A.M.
21	Aplaya ES	Barangay Aplaya	Jul. 22, 2021 - 9:00 A.M.
22	Dawis ES	Barangay Dawis	Jul. 22, 2021 - 1:00 P.M.
23	Dawis National High School	Barangay Dawis	Jul. 22, 2021 - 1:00 P.M.
24	Pedro S. Garcia ES	Sitio Biao, Barangay Cogon	Jul. 23, 2021 - 9:00 A.M.
25	Kibanban ES	Barangay Kibanban	Jul. 23, 2021 - 9:00 A.M.
26	Gaudioso Reusora CES	Barangay Kiagot	Jul. 23, 2021 - 1:00 P.M.
27	Cogon ES	Barangay Cogon	Jul. 23, 2021 - 1:00 P.M.
28	Soong ES	Barangay Soong	Jul. 26, 2021 - 9:00 A.M.
29	Digos City NHS - Soong HS Annex	Barangay Soong	Jul. 26, 2021 - 9:00 A.M.
30	Binaton ES	Barangay Binaton	Jul. 26, 2021 - 9:00 A.M.
31	Matti ES	Barangay Binaton	Jul. 26, 2021 - 9:00 A.M.
32	San Miguel ES	Barangay San Miguel	Jul. 26, 2021 - 1:00 P.M.
33	Igpit ES	Barangay Igpit	Jul. 26, 2021 - 1:00 P.M.
34	SHS in Digos City	Barangay Igpit	Jul. 27, 2021 - 9:00 A.M.
35	Digos City NHS - Igpit HS Annex	Barangay Igpit	Jul. 27, 2021 - 9:00 A.M.
36	Domingo Abawag ES (Tiguman)	Barangay Tiguman	Jul. 27, 2021 - 1:00 P.M.
37	Badiang ES	Barangay Sinawilan	Jul. 27, 2021 - 1:00 P.M.
38	Bagumbuhay ES	Barangay Igpit	Jul. 27, 2021 - 1:00 P.M.
39	Kapatagan NHS	Barangay Kapatagan	Jul. 28, 2021 - 9:00 A.M.
40	Rizal CES	Barangay Kapatagan	Jul. 28, 2021 - 9:00 A.M.
41	Necencio A. Isidro ES	Barangay Kapatagan	Jul. 28, 2021 - 1:00 P.M.
42	Digos City NHS - Balabag HS Annex	Barangay Balabag	Jul. 28, 2021 - 1:00 P.M.
43	Marawer ES	Barangay Kapatagan	Jul. 28, 2021 - 1:00 P.M.

## 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.*