



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 073

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

Subject : **Corrigendum to Division Memorandum No. SGDO-2024-064
"Tabang Sa Tulunghaan nga Nabahaan", a Donation Campaign of
the Schools Division of Digos City for Victims of Flooding in
Davao Region**

Date : February 7, 2024

The new schedule for the first wave of the relief operation of Digos City is hereby **rescheduled to February 9, 2024, and shall be conducted at Ilangay Elementary School, in Lupon, Davao Oriental.**

This was finalized after the twinning arrangement between the Schools Division of Digos City and Davao Oriental as its beneficiary.

Additional personnel is hereby listed (see revised list) to participate in the first wave visit to conduct repair and maintenance assessment, assist in the delivery of goods and identify work areas for the second wave visit on February 14-15, 2024.

Since February 9, 2024 is a special non-working holiday, participants to this activity shall be entitled to compensatory overtime credit, pursuant to DepEd Order No. 53, series of 2003, "Updated Guidelines on the Grant of Service Credits and Vacation Service Credits" to services rendered during holidays.

For your information and guidance.

For and in the absence of the OIC - SDS:

DepEd Schools Division of Digos City
RECORDS SECTION

Sollie B. Oliver, Jr.
SOLLIE B. OLIVER, JD, MATE
Chief Education Supervisor, SGOD

RECEIVED
24-116435
DATE: FEB 07 2024 TIME: 2:47 PM
Enclosed: As stated.
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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

ENCLOSURE TO:

Memorandum: Corrigendum to DM SGOD-2024-064, "Tabang Sa Tulunggaan nga Nabahaan", a Donation Campaign of the Schools Division of Digos City for Victims of Flooding in Davao Region

Revised List of SGOD/Admin Personnel:

- | | | |
|--------------------------------|---|--------------------------------|
| 1. Sollie B. Oliver, JD, MATE | - | Chief ES, SGOD |
| 2. Francis Jude D. Alcomendras | - | Administrative Officer V |
| 3. Peter-Jason C. Senarillos | - | SEPS-SMN |
| 4. Reyzen O. Monserate | - | EPS II-SMN |
| 5. Helen N. Franconas | - | Engineer III |
| 6. Airon M. Alejandro | - | Planning Officer III |
| 7. Jayzon T. Cardines | - | Project Development Officer II |
| 8. Irene P. Dandoy | - | Nurse II |
| 9. Guy Mara-asin | - | AO II |
| 10. April Alcalá | - | Project Development Officer I |
| 11. Jose Israel Maravilles | - | Project Development Officer I |
| 12. Renante Pantonial | - | ADAS III |
| 13. Joel Estomo | - | ADAS III |
| 14. Rotsen N. Gayud | - | ADAS III |
| 15. Dominador Espacio | - | ADA IV |
| 16. Aljun Loma | - | AO II |
| 17. Ricardo Vendiola | - | ADA I |
| 18. Rommel Mabo | - | Driver (Digos City NHS) |
| 19. Renil Concoles | - | Driver (SDO) |



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DIVISION MEMORANDUM

SGOD-2024- 064

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

Subject : **“Tabang Sa Tulunghaan nga Nabahaan”, a Donation Campaign of the Schools Division of Digos City for Victims of Flooding in Davao Region**

Date : February 5, 2024

Aware of the devastation brought about by the flooding in Davao Region as a result of the low-pressure area during the month of January 2024, and cognizant of the need to mobilize interventions to alleviate the situation of affected communities, the **Schools Division of Digos City launches “Tabang sa Tulunghaan nga Nabahaan”**.

All public schools in Digos City are hereby directed to disseminate the call for donations to gather clothing, food, water, medicines, hygiene kits, blankets, and other relief items.

The **Parents Teachers Association (PTA), Supreme Elementary Learners’ Government (SELG) for elementary level, and Supreme Secondary Learners’ Government (SSLG)** shall be tapped to generate, collect, and sort out the donations received.

The **Project Development Officers, Administrative Officers and other administrative personnel** deployed in schools shall work with the school heads in this campaign.

Adopt-A-School partners and stakeholders shall be reached and invited to contribute to this effort.

All social media accounts from the Division Office units and schools shall post the campaign poster to reach a wider audience.

The first wave of donations shall be delivered to the schools in Davao Oriental by February 8, 2024, using the school bus of Digos City National High School.



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It is encouraged that donations shall be forwarded to the Division Office by February 7, 2024. Other donations that may come in after shall be delivered on the second wave.

SGOD and Administrative Personnel shall work in the Division Office to prepare for consolidation the donations prior to departure of February 8, 2024. Selected able-bodied personnel shall also accompany during the delivery and distribution (see attached list).

A sorting and packing instruction are attached to guide in the handling of the donations.

Travel and incidental expenses during the delivery of the goods to the recipients shall be charged against local funds subject to the usual accounting and auditing procedures.

For your information and guidance.

M. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

2/5/24

Enclosed: As stated.
SGOD/SBO/pjs

DepEd Schools Division of Digos City
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ENCLOSURE TO:

Memorandum: "Tabang Sa Tulunghaan nga Nabahaan", a Donation Campaign of the Schools Division of Digos City for Victims of Flooding in Davao Region

A. List of SGOD/Admin Personnel:

1. Sollie B. Oliver, JD, MATE	-	Chief ES, SGOD
2. Francis Jude D. Alcomendras	-	Administrative Officer V
3. Peter-Jason C. Senarillos	-	SEPS-SMN
4. Helen N. Franconas	-	Engineer III
5. Airon M. Alejandro	-	Planning Officer III
6. Ireene P. Dandoy	-	Nurse II
7. Joel P. Gomito	-	Nurse II
8. Guy Mara-asin	-	AO II
9. April Alcala	-	Project Development Officer I
10. Jose Israel Maravilles	-	Project Development Officer I
11. Renante Pantonial	-	ADAS III
12. Joel Estomo	-	ADAS III
13. Rotsen N. Gayud	-	ADAS III
14. Dominador Espacio	-	ADA IV

B. Sorting and Packing Guide

1. Rice is to be packed in small quantities (3kgs or less) to benefit more recipients. Put the packings in a sack/s and label "Rice".
2. For used clothing, please give something that is still usable. Especially for learners' sizes. Do not give old DepEd uniforms. Sort them and pack inside a sack and label "Clothing".
3. Noodles should be packed by three pieces. Put in a carton or sack and label "Noodles".
4. Sort canned goods in boxes and label "Canned Goods".
5. If there are cash donations, buy goods to convert them and keep the receipts.



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