



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



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2025-747

To/For : SGOD and CID Chiefs
 School Heads and Principals of Public and Private Schools
 All Others Concerned

Subject : **DISSEMINATION OF APPROVAL FOR THE DISTRIBUTION OF INFORMATIONAL BROCHURES TO SCHOOLS**

Date : August 14, 2025

In reference to the letter dated August 4, 2025, signed by Director IV Allan G. Farnazo of DepEd Region XI and addressed to Dr. Albert G. Musico, this Office grants approval for the distribution of informational brochures to schools by the Rizal Memorial Colleges personnel, for dissemination to the School Heads/Principals, subject to the following conditions:

1. the "no class disruption" policy shall be observed at all times;
2. the activity shall follow government-imposed regulations on health and safety protocols; and
3. Campaign materials for scholarships (if any) shall confirm that the aforementioned scholarship grants are not part of DepEd's Government Assistance and Subsidies (GAS) Programs.

For private schools, personnel from Rizal Memorial Colleges shall secure approval from the duly constituted authorities or governing board of the institution.

For the information and guidance of all concerned.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
 Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
 25-70449
 DATE: AUG 18 2025 TIME: 4:17 PM
 BY: *[Signature]*

Enclosed: As stated.

CID/jbc



Address: Roxas cor. Lopez Jaena Streets, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396
Email: digos.city@deped.gov.ph
Website: depeddigoscity.org

Davao City



Republic of the Philippines
Department of Education
DAVAO REGION



0825070449

August 4, 2025

DR. ALBERT G. MUSICO

Area Director-RMC Branches
Rizal Memorial Colleges, Inc.
Poblacion 7-A, Lopez Jaena and F. Torres Sts.
Marfori Heights, Davao City

Dear **Dr. Musico**:

This has reference to your letter (copy is attached) seeking permission for courtesy visits to school principals within Davao Region in order to distribute informational brochures to advertise Rizal Memorial Colleges' undergraduate and undergraduate programs from August to December 2025.

For public schools, this Office interposes no objection to the request, provided that the following are ensured:

1. approval of the concerned Schools Division Superintendent shall be secured;
2. **the no class disruption policy** shall be observed at all times;
3. the activity shall follow government-imposed regulations on health and safety protocols; and
4. **campaign materials for scholarships (if any) shall confirm that the aforementioned scholarship grants are not part of DepEd's Government Assistance and Subsidies (GAS) Programs.**

For private schools, please refer your request to the duly constituted authorities or the governing board of the institutions

Very truly yours,

ALLAN G. FARNAZO
Director IV

Copy furnished:

All Schools Division Superintendents
DepED RO XI

ROQ1/jsa

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: [Signature]
Date: Aug. 5, 2025



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph





Rizal Memorial Colleges, Inc.
RMC Buildings, Población 7-A, Lopez Jaena &
F. Torres Sts. Marfori Heights, Davao City

July 29, 2025

DR. ALLAN G. FARNAZO
Regional Director
Department of Education – Region XI
F. Torres St., Davao City

30 JUL 2025 7:52 AM 11-18

ATTENTION: MR. JENELITO F. ATILLO
Quality Assurance Division Manager

Subject: Request for Permission to Distribute RMC Brochures to School Principals/Heads in Davao Region from August to December 2025

Dear Dr. Farnazo:

Greetings from Rizal Memorial Colleges, Inc.!

We respectfully write to request your favorable consideration to allow our team to conduct courtesy visits to school principals within the Davao Region. The purpose of these visits is to distribute informational brochures featuring the undergraduate and graduate programs offered at our institution.

Please be assured that these visits will be brief and will not disrupt any ongoing classes or school activities. Our intention is to provide school heads with relevant materials that may be useful in guiding their faculty and students in pursuing higher education.

We hope for your kind support and approval of this initiative. Should there be any necessary documents or procedures to complete this request, we are more than willing to comply.

Thank you very much for your attention and continued support to educational institutions like ours.

Respectfully yours,

DR. ALBERT G. MUSICO
Area Director – RMC Branches

MR. LORENZO RAPHAEL L. MAGNO
Vice President for Administration