



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-516

To : **AIMEE AMOR C. PORTO**  
School Principal IV, Kapatagan National High School

**MYLENE G. SAMONTE**  
School Principal I, Don Mariano Marcos Elementary School

Attention: **Marlou Samontina**  
Teacher, Kapatagan NHS

**Jay Mark Alocelja**  
Master Teacher I, Don Mariano Marco ES

Subject : **INVITATION TO SERVE AS RESOURCE SPEAKERS IN THE  
SCHOOLS DIVISION OFFICE OF BISLIG CITY**

Date : August 19, 2025

This is in reference to the attached basic communication from Mario C. Lozada, Education Program Supervisor of SDO-Bislig City requesting approval for **Mr. Jay Mark Alocelja and Mr. Marlou Samontina** to serve as resource speakers for the Division Training-Workshop on producing Video lessons for Teaching Science 4 in Support of the ADM Program on **September 19-20, 2025** at **Kuya Don's Restaurant, Mangagoy, Bislig City, Surigao del Sur**.

This Office hereby approves the said request provided that Mr. Alocelja and Mr. Samontina shall adhere to the policy on "No Disruption of Classes" as per DepEd Order No. 9, s. 2005. Their attendance in the said activity is on **Official Time only**. School heads concerned are expected to make the necessary arrangements ensuring that classes handled by the teachers will be taken care of by another teacher.

Immediate dissemination of this Memorandum is desired.

For and in the absence of the  
Schools Division Superintendent

**PETER JASON C. SENARILLOS**  
SEDS-SGOD  
Officer-In-Charge

*[Signature]*  
8/19/25

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: AUG 19 2025 TIME: 7:42pm  
BY: *[Signature]*

Enclosed: As stated  
SGOD/cab



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF BISLIG CITY**



August 14, 2025

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

Thru: **MYLENE G. SAMONTE**  
School Principal I

**AIMEE AMOR C. PORTO**  
School Principal

Dear Dr. Estacio,

Greetings!

In line with our commitment to enhance the capacity of our Science teachers in delivering quality instruction through the Alternative Delivery Mode (ADM), the Curriculum Implementation Division – Science will be conducting the *Division Training-Workshop on Producing Video Lessons for Teaching Science 4 in Support of the Implementation of the Alternative Delivery Mode Program* on September 19-20, 2025, from 8:00AM to 5:00PM at Kuya Dong's Restaurant, Mangagoy, Bislig City, Surigao del Sur.

To ensure the success of this activity, we respectfully request your approval for **Mr. Jay Mark Alocelja** and **Mr. Marlou Samontina** to serve as resource speakers for the said training-workshop. Their expertise in science instruction and instructional video production will greatly benefit the participants in producing effective and engaging video lessons.

We trust in your favorable consideration of this request to support our continuing efforts to improve the delivery of Science education in our division.

Thank you very much for your usual support and leadership in advancing quality basic education.

Respectfully,

  
**MARIO C. LOZADA JR., PhD**  
Education Program Supervisor

NOTED:

  
**GEMMA A. DE PAZ**  
OIC-Schools Division Superintendent

APPROVED:

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent



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