



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



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 527

To : Senior High School Heads (Public and Private Schools)
Senior High School Guidance Counselors/Designates
Other Concerned Personnel

Subject : **INFORMATION ON THE CONDUCT OF SCHOLARSHIP EXAMINATION
OF THE UNIVERSITY OF THE IMMACULATE CONCEPTION FOR THE
GRADE 12 STUDENTS OF PUBLIC AND PRIVATE SCHOOLS**

Date : October 28, 2025

In reference to the letter dated October 22, 2025 from the office of the Director for Admission, Marketing and Scholarship of the University of the Immaculate Conception, this Office informs the public and private schools of the conduct of its Scholarship Examination intended for Grade 12 students.

The examination is scheduled on November 8, 2025, at Holy Cross Academy Inc., Digos City.

For further information, including the contact number and email address, please refer to the attached communication.

Wide dissemination for this advisory is directed.


NOV 03 2025
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION

1025071212
DATE: 03 NOV 2025
TIME: 2:18


Enclosed: As stated.
Rdm/CID



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

October 28, 2025

ENGR. NEIL C. CAPRICHO

Director, Admission, Marketing & Scholarship
University of the Immaculate Conception
Father Selga Street, Davao City, Philippines

Dear Engr. Capricho,

This refers to your letter dated October 22, 2025, requesting endorsement to for your school to facilitate Career Guidance and to conduct Entrance and Scholarship Exam to Grade 12 – Senior High School students of public and private schools within Digos City Division.

Please see attached Division Memorandum CID-2024-480, which outlines the guidelines for conducting career guidance in public schools by visiting private schools. For the update of your incoming examination, an advisory will be disseminated to inform the concerned schools.

Thank you for your cooperation and kind attention to this matter.

Very truly yours,


MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent

rdm



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024-480

To : Assistant Schools Division Superintended
Chief Supervisors
Public Schools District Supervisors
Education Program Supervisors
Public and Private School Heads
School Guidance Designates/Advocates/Counselors
All Others Concerned

Subject : **CONDUCT OF CAREER GUIDANCE INFORMATION/ORIENTATION/
ACTIVITIES IN PUBLIC SCHOOLS BY VISITING PRIVATE SCHOOLS**

Date : October 22, 2024

This is relative to DepEd Memorandum DM-OUCI-2021-347 dated August 25, 2021, re: Career Guidance Program (CGP) for SY 2021-2022 and DM-OUOPS-2023-03-8149 dated September 4, 2023, re: Guidelines on the Supervision and Implementation of the DepEd Career Guidance Program for S.Y. 2023-2024. The mentioned memoranda are designed to help all learners of elementary and secondary schools to explore their potential and career choices and make a responsible decision relevant to their career pathing. These include planning for their track and strand for Senior High School, to choose their curriculum exits, and to plan for their future. Furthermore, issuances above have mandated activities and have set guidelines and policies for us to properly implement the program.

In line with this, the Schools Division Office of Digos City hereby allows all visiting schools to conduct the Career Guidance Information/Orientation Activities in DepEd Digos City Public Schools within the month of **March**. It is also expected that school visits will be properly arranged with the concerned school authorities prior to the specified month. Public Schools Heads shall only allow 10 – 15 minutes opportunity talk for classroom visit by visiting schools, and ensure adherence to the No-disruption-of classes policy stipulated in DepEd Order No. 9, s. 2005 titled “Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith”

Compliance and immediate dissemination of this memorandum is desired.

DepEd Schools Division Office - Digos City

74-7100
DATE: OCT 22 2024
BY: [Signature]

MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent

CID/rdm



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admission@uic.edu.ph



Admission, Marketing & Scholarship (AM&S) 4025074212

October 22, 2025

MELANIE P. ESTACIO, PhD, CESO VI

OIC - Schools Division Superintendent

Division of Digos City

Department of Education - Region XI

Roxas St., Digos City, Davao del Sur

Dear Dr. Estacio:

Greetings from the University of the Immaculate Conception (UIC), Davao City!

The UIC Admission, Marketing and Scholarship Office in coordination with the Guidance Office is early preparing for the administration of our **Entrance and Scholarship Exam to Grade 12 – Senior High School (SHS) Students** of Public/Private Schools. The examination will commence from September 2025 until May 2026.

In connection with this, the undersigned humbly requests for endorsement from your office allow us visit schools, promote and conduct the said examination in your region/division our partner Testing Center/s:

Testing Center / School	Date	Time
Holy Cross Academy Inc. – Digos City	November 8, 2025 (Sat)	2:00pm-4:00pm

Further, we would appreciate it if the information could be disseminated to schools under your region / division. Rest assured that we will have proper coordination and arrangement with the School Heads / Principal to ensure no disruption of classes.

The said examination is open to all Grade-12 SHS. Testing materials (pencils, questionnaire, and answer sheets) will be provided.

Please do not hesitate to reach out to us for any concerns at ncapricho@uic.edu.ph; landline: (082) 221-8090 local 145; mobile numbers: 09227198753 (Sun); 09362116692 (TM).

Hoping for a positive response on this matter, I am. Thank you very much and God bless us all.

Respectfully,

ENGR. NEIL C. CAPRICHIO

Director, Admission, Marketing & Scholarship (AM&S)

ncapricho@uic.edu.ph / +639362116692

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