



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 618

To : **JONATHAN C. ALMACIN**
Head Teacher II
Mahayahay Elementary School

Subject : **ATTENDANCE AND SUPPORT FOR THE BOY SCOUT OF THE PHILIPPINES (BSP) PROGRAM**

Date : November 28, 2025

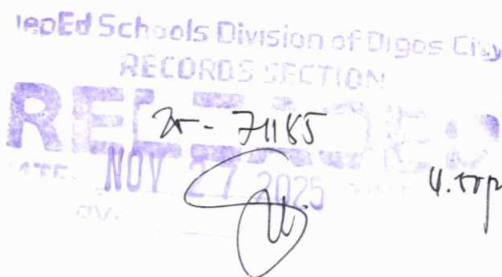
1. This is to inform you that Prime Innovations School of South Davao has requested your presence to support their Boy Scouts of the Philippines (BSP) Program on December 5, 2025. Mr. Ely G. Cataluña, School Principal, has specifically requested your participation in the morning session to help oversee and guide the activities
2. Please be informed that your attendance at the event will be on **Official Time**. However, it is emphasized that no DepEd funds to be utilized for this activity.
3. Your attendance will be valuable in ensuring the success of the event. Should you have any concerns, please contact the BSP Coordinator at Prime Innovations School.
4. For your information and appropriate action.

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

For and in the absence of the
Schools Division Superintendent

IDA I. JUEZAN, Ed.D.

Public Schools District Supervisor
Office In-charge



Enclosed: As stated.



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PRIME INNOVATIONS SCHOOL OF SOUTH DAVAO, INC.

Parallel Street, Barangay Tiguman, Digos City, Davao del Sur
School ID: 466524 / Tel No. 0951-378-3351

November 24, 2025

MELANIE P. ESTACIO, PhD, CESO VI

Schools Division Superintendent
Digos City Division

Madame:

Greetings of service and dedication!

This letter respectfully seeks your assistance in inviting **Sir Jonathan C. Almacin, School Principal of Mahayahay Elementary School**, to extend his support and assistance during our **one-day Boy Scouts of the Philippines (BSP) Program on December 5, 2025 at Prime School**. We would be grateful if Sir Almacin could be present at least in the morning session to help oversee and guide the activities prepared by the BSP Coordinator and staff.

His presence will be highly valuable in ensuring the smooth conduct of the program and in reinforcing the objectives of the BSP among the participating scouts.


We appreciate your favorable consideration regarding this request. Should there be any concerns, please feel free to contact us at your most convenient time.

Thank you and we look forward to your kind assistance.

Respectfully yours,


ELY G. CATALUÑA, EdD
School Principal

Noted:


ELVIE D. FUENTES
School Administrator

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