



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

**DIVISION MEMORANDUM**

CID-2026-077

To : Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Concerned Public Schools District Supervisors  
Concerned Education Program Supervisors  
Concerned Public and Private School Heads  
All Others Concerned

Subject : **INVITATION TO UNIVERSITY FAIR**

Date : February 25, 2026

This Office hereby disseminates the attached Regional Indorsement signed by DepEd-Region XI Director, Allan G. Farnazo, and a letter from Engr. Neil C. Capricho, Director-Admission, Marketing and Scholarship (AM&S) of the University of Immaculate Conception, regarding the **University Fair** on March 6-7, 2026 at The Atrium, Gaisano Mall of Dava, Bajada, Davao City.

Teachers and learners are invited to participate in the said event on a voluntary basis, subject to the following provisions:

1. **Participation:** As an off-campus activity, participation must include an adult (parent or guardian) and an accompanying teacher/coach. Parental consent must be secured prior to participation.
2. **Non-Disruption of Classes:** Sessions should be scheduled in consultation with school heads to avoid conflicts with regular class hours. This aligns with **DepEd Order No. 9, s. 2025**, entitled *Instituting Measures to Increase Engaged Time on Task and Ensuring Compliance Therewith*. Arrangements for teacher substitutes must be made in advance to ensure that regular classes continue without disruption.
3. **Coordination with School Heads:** Participation must be approved by the School Principal or School Head, with their guidance in all preparatory and participation activities.
4. **Adherence to DepEd Travel Protocols:** All participants must comply with the Department of Education's travel protocols to ensure safety and adherence to current health and safety guidelines.
5. **No Collection Policy:** In accordance with **Republic Act No. 5546 (Ganzon Law)** and **DepEd Memorandum No. 41, s. 2024**, no fees or contributions shall be collected from students or teachers in relation to this activity.

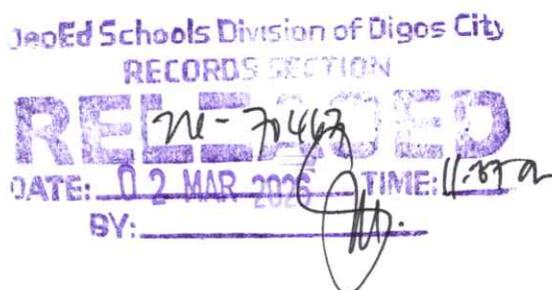
6. **Funding Source:** Expenses related to the activity may be charged to applicable local funds or other available sources at the discretion of the School Principal, subject to the usual government accounting and auditing rules and regulations.
7. **Commitment to Safety, Supervision, and Welfare:** The school must ensure proper supervision of all participants throughout the event. Adherence to safety protocols is mandatory, especially for off-campus activities, to ensure the well-being of all students and staff involved.
8. **Parental Consent, Preparation, and Supervision Requirement:** It is emphasized that **parental consent must be obtained and properly filed prior to participation**. Additionally, **students must undergo adequate practice sessions and coaching** to ensure they are fully prepared for the event. Throughout the activity, **proper adult supervision must be maintained** to ensure the safety and productivity of the participants.

For inquiries and other concerns, you may contact [ncapricho@uic.edu.ph](mailto:ncapricho@uic.edu.ph) or you may reach them at telephone number (082) 221-8090; mobile numbers: 09227198753 (Sun); 09362116692 (TM).

Relevant details and other information are contained in the enclosures for guidance and reference.

For information and dissemination.

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



Enclosed: As stated.  
CID/ifs

RECORD



Republic of the Philippines  
**Department of Education**  
DAVAO REGION



1<sup>st</sup> Indorsement  
January 15, 2026

Respectfully referred to Schools Division Superintendents of Region XI, the attached invitation letter of Engr. Neil C. Capricho, Director, Admission, Marketing and Scholarship of University of Immaculate Concepcion, the conduct of University Fair on March 6-7, 2026.

Participation of DepEd teachers and learners to the activity is discretionary on the part of the Schools Division Superintendent, in adherence to the policy on "No Disruption of Classes" per DepEd Order No. 9, s. 2005 entitled: "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith", and no government funds shall be spent for this activity, for information.

**ALLAN G. FARNAZO**  
Director IV

DEPARTMENT OF EDUCATION ROC  
RECORDS SECTION  
**RELEASED**

By: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: Jan. 16, 2026

Roc3/jbdc



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: region11@deped.gov.ph  
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# University of the Immaculate Conception

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Admission, Marketing & Scholarship (AM&S) Office  
UNIVERSITY OF EDUCATION BOX

January 7, 2026

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

RECORDS SECTION  
**RECEIVED**

BY: 13 JAN 2026 / 26170383  
Date: \_\_\_\_\_ Times: 9:19

**Subject: Request for Endorsement of the UIC University Fair 2026**

Dear Dr. Farnazo:

Peace and Blessings! Praised be Jesus and Mary!

The University of the Immaculate Conception (UIC) will be holding its annual **University Fair on March 6-7, 2026, at the Atrium, Gaisano Mall of Davao, Bajada**. This two-day event is designed to showcase the vibrant Ignacian Marian education and provide a platform for holistic development among the youth in our region.

In line with this, we are organizing a series of **Academic Competitions and Events** (including *Quiz Bowls, Science Fair, Community Mob Dance, Digital Arts Contests, Battle of the Bands and Talent Showcases*) aimed at fostering excellence, camaraderie, and intellectual growth.

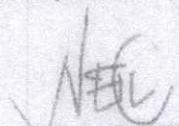
We believe that these activities align with the Department of Education's mission to provide quality education and experiential learning. We, therefore, respectfully **request an official endorsement from your office to invite students and faculty from various public and private schools within Davao Region** to participate in this event.

To uphold our commitment to educational integrity, we guarantee the following:

- **Coordination with School Heads:** We will coordinate directly with the respective school principals (*event concept, the schedule of activities, and the mechanics for the various competitions*) to ensure that participation is voluntary and supported.
- **Non-Disruption of Classes:** We will work closely with participating schools to ensure that student involvement does not interfere with their regular class schedules or any DepEd-mandated assessment periods.
- **Career Guidance:** The fair will also serve as a career orientation hub to help Senior High School students make informed decisions regarding their tertiary education.

Please do not hesitate to reach out to us for any concerns at [ncapricho@uic.edu.ph](mailto:ncapricho@uic.edu.ph); landline: (082) 221-8090 local 145; mobile numbers: 09227198753 (Sun); 09362116692 (TM). We look forward to your positive response and to our continued partnership in nurturing the Filipino youth. Thank you and more power!

Respectfully,

  
**ENGR. NEIL C. CAPRICHO**  
Director, Admission, Marketing & Scholarship (AM&S)  
[ncapricho@uic.edu.ph](mailto:ncapricho@uic.edu.ph) / +639362116692



Management System  
ISO 9001:2015  
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