



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2026- 307

To : Chief-CID
Division ALS Focal Person

Subject : ATTENDANCE TO THE SPECIAL MEETING WITH THE DIVISION ALS
FOCAL PERSONS ON THE PREPARATION FOR THE TURNOVER OF
DONATED ICT AND LEARNING EQUIPMENT

Date : August 04, 2026

In reference to the Regional Memorandum CLMD-2026-340 dated July 29, 2026, re: "Special Meeting with the Division ALS Focal Persons on the Preparation for the Turnover of Donated ICT and Learning Equipment", this office directs Gervasio R. Salinas, Jr., PhD, Division ALS Focal Person, to attend the said meeting on August 7, 2026 at the Ritz Hotel, Porras Street, Bo. Obrero, Davao City.

Travel and other incidental expenses shall be charged against the downloaded ALS PSF under DBM NBC NO. 595, MOOE, and other local funds, subject to the usual accounting and auditing rules and regulations.

All other details in this Memorandum are in the enclosure.

For information, guidance, and compliance.

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

Enclosed: As stated.
CID/ALS/grs

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Republic of the Philippines
Department of Education
DAVAO REGION



July 29, 2026

REGIONAL MEMORANDUM
CLMD-2026-340

SPECIAL MEETING WITH THE DIVISION ALS FOCAL PERSONS ON THE
PREPARATION FOR THE TURNOVER OF DONATED ICT
AND LEARNING EQUIPMENT

To: Schools Division Superintendents

1. This Office announces the conduct of a Special Meeting with the Division ALS Focal Persons on August 7, 2026, at the Ritz Hotel, Porras Street, Bo. Obrero, Davao City.
2. The meeting aims to:
 - a) Finalize the implementation mechanism for the allocation and distribution of the donated ICT and learning equipment for the Alternative Learning System (ALS);
 - b) Prepare and review the inventory, allocation, and documentary requirements, including the Inventory Transfer Report (ITR) and other related documents;
 - c) Address operational concerns and establish timelines to ensure the orderly, efficient, and timely turnover of donated ICT and learning equipment to recipient school and community learning centers of the eleven Schools Division Offices; and
 - d) Other related matters.
3. The participants in the meeting are the Regional and Division ALS Focal Persons.
4. The ROXI ALS Staff Contract of Service are instructed to assist the Regional ALS Focal within Davao City only.
5. Meals and accommodation shall be charged against ALS PSF downloaded to Division of Davao City, while travel and other incidental expenses are chargeable against Region and Schools Division Office downloaded ALS PSF under DBM NBC 595 MOOE and other local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination to the concerned is desired.

MARIA INES C. ASUNCION
Director IV

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Records Section
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ROC6/msl

DEPARTMENT OF EDUCATION ROXI
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Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure A.

Activity Matrix

**SPECIAL MEETING WITH THE DIVISION ALS FOCAL PERSONS ON THE PREPARATION
FOR THE TURNOVER OF DONATED ICT AND LEARNING EQUIPMENT**

Date: August 7, 2026

Venue: Ritz Hotel, Porras Street, Bo. Obrero, Davao City

Time	Day 1 (August 7, 2026)
7:00 – 9:00 AM	Travel to venue Arrival and Registration
9:30 – 12:00 PM	Preliminaries I. Opening Program: - National Anthem - Prayer - Regional Hymn - DepEd Quality Policy - Acknowledgment of Participants - Welcome Message - Statement of Purpose - Mechanics of the Meeting MEETING PROPER II. Discussion on the agenda and other matters a) Turnover mechanisms b) Preparation, restoration and timelines c) Hauling, allocation and distribution of the donated ICT and learning equipment per division d) Preparation of documentary requirements, including the Inventory Transfer Report (ITR) and other related documents; e) Terms of References (TORs) on the utilization of donated items f) Project launching at Bangkarunungan CLC in Malalag, Davao Del Sur and Robotics Farming in Monkayo, Davao De Oro g) Site visit itineraries with stakeholders
12:00 – 1:00 PM	LUNCH
1:00 – 5:00 PM	Continuation on the discussion on the agenda and other matters h. Preparation for other logistics (vehicle requests, assigning of Protocol Officers, food and accommodation) i. Other ALS related matters III. Synthesis, Summarizing of Agreements and Suggested actions to be taken IV. Closing Activity Documenters and TWG Members; Bia Desiree D. Esquivel, ALS Staff / COS Antoneth J. Mohinog, ALS Staff / COS Vincent B. Dinero, ALS Staff / COS
5:00 – 6:00 PM	Departure

Prepared by:

MARICEL S. LANGAHID

EPS CLMD, Regional ALS Focal Person