



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

DIVISION MEMORANDUM

DM-2021- 095

TO : Assistant Schools Division Superintendent
Chief, School Governance Operation Division
Chief, Curriculum Implementation Division
Heads, Public Elementary, Junior, and Senior High Schools
All Others Concerned.

FROM : Office of the Schools Division Superintendent

SUBJECT : **TURN-OVER OF DONATIONS FROM GROILER INTERNATIONAL INC.**

DATE : April 7, 2021

PARTICULARS

1. Aligned with **Republic Act No. 8525** or the **Adopt-A-School Program Act**, the Division of General Trias City engaged Groiler International Inc. as one of its partners. As such, Groiler will donate books to all public elementary and secondary schools in our Division.
2. In connection, all schools are hereby requested to make the necessary arrangements to accommodate the partnership by receiving and utilizing the books to be donated.
3. All Adopt-A-School Program Coordinators should facilitate a simple turn – over ceremony. Proper documentation such as accomplishing the Deed of Donations and Acceptance, photo documentation and video documentation should be prepared accordingly.
4. Attached is the copy of the schedule turn – over of donation for our common reference and sample turn – over ceremony program flow.
5. For queries, kindly contact Soledad P. Peralta, SEPS, SGOD-SMME/SMN at email soledad.peralta@deped.gov.ph or cell phone number **09616323108**.
6. Immediate and widest dissemination of this Memorandum is earnestly desired.

Dr. LORNA G. BUGAYONG, CESO V
Schools Division Superintendent

With hundred reasons to serve!



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