



Republic of the Philippines
Department of Education

Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

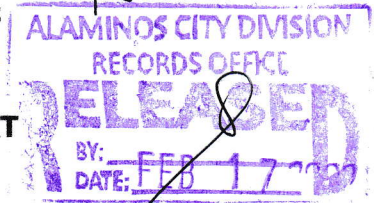
DM-2022- 045

TO : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
School Heads of Public Schools, ASP/BE Coordinators
All Others Concerned

SUBJECT : **SUBMISSION OF MONTHLY DONATION REPORT**

FROM : Office of the Schools Division Superintendent

DATE : February 17, 2022



1. The submission of monthly donation report to the SMME/SMN office will follow the attached template starting this February 2022. This will be submitted in three hard copies; first copy for the school, the second copy for the SDO-SMME/SMN, and third copy for the Commission on Audit (COA) and thru online (soft copy) using the link provided on the GC of SMME/SMN Office.
2. The submission of the report is needed to determine the external and internal stakeholders that will be awarded soon on the Awarding of the Most Notable Stakeholders.
3. For information, guidance, widest dissemination, and strict compliance.


LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

With hundred reasons to serve!



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Website: depedalaminocity.com
Email Address: alaminos.city@deped.gov.ph



Note: Follow the instructions below.

Month

AS OF APRIL, 2022

Please fill in the following items for all donations received by Division in relation to the essential items raised to provide assistance to schools/learners to C

No.	Name of Donor	Donated Items	Unit	Quantity	Estimated Cost	Receiving Personnel	Date Received
1	ABCD Company				10000.00		4/2/2019
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
TOTAL:							

Note: Do not put any peso sign

Note: Use short date format

Format Cells

Category: General

Number: 4/2/2019

Sample: 4/2/2019

Type: d-mmm-yy

Prepared by:

Coordinator

Noted: DR. ARTURO R. VIRAY
Chief Education Supervisor - SCOD

Submitted by:

School Head

Recommending Approval: ROSARIO O. CABRERA
Asst. Schools Division Superintendent

Checked by:

SOLEDA P. PERALTA
Senior Education Program Specialist

Approved: DR. LORNA G. BUGAYONG, CESO V
Schools Division Superintendent

Signatories

Donation Template