



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

January 22, 2021

DIVISION MEMORANDUM
No. 015, s. 2021

**TURN-OVER OF DONATIONS FROM GROLIER INTERNATIONAL
INCORPORATED**

To: Assistant Schools Division Superintendent
Chief, School Governance Operations Division
Chief, Curriculum Implementation Division
Heads, Public Elementary, Secondary Junior and Senior High
Schools
All Others Concerned

1. Aligned with **Republic Act No. 8525** or the **Adopt-A-School Program Act of 1998**, the Division of El Salvador City engaged Grolier International Inc. as one its partners. As such, on April 26-30, 2021, Grolier will donate books to all public elementary and secondary schools in our division.
2. In this 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 Brigada Eskwela/Adopt-A-School Program Coordinators should facilitate a simple turn over ceremony. Proper documentation, such as accomplishing the Deed of Donation and Acceptance, photo documentation and video documentation should be prepared accordingly.
4. Attached is the copy of the schedule of turn - over of donation for our common reference and sample turn over ceremony program flow.





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5. For queries, kindly contact **Nilo L. Lomongo, EPS II SMME/Partnership Focal Person**, at nilo.lomongo@deped.gov.ph or cell phone number 09772810653.
6. Immediate and wide dissemination of this Memorandum is desired.

OLGA C. ALONSABE, Ph.D., CESE
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent





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SCHEDULE OF TURN OVER OF DONATIONS

Date	Expected Time	Name of School
April 26, 2021	9:00 AM	Molugan NHS
	1:00 PM	Molugan ES
April 27, 2021	9:00 AM	Amoros ES
	9:00 AM	Sambulawan ES
	9:00 AM	Bolisong ES
	1:00 PM	Cogon ES
	1:00 PM	Cogon NHS
	9:00 AM	El Salvador CS
April 28, 2021	9:00 AM	El Salvador City NHS
	1:00 PM	Pedro Sa. Baculio ES
	1:00 PM	Ulaliman ES
	9:00 AM	Sinaloc ES
April 29, 2021	9:00 AM	Sinaloc NHS
	1:00 PM	San Francisco de Asis ES
	1:00 PM	San Francisco de Asis NHS
	1:00 PM	Himaya ES
	1:00 PM	Himaya NHS
	9:00 AM	Hinigdaan ES
April 30, 2021	9:00 AM	Hinigdaan NHS
	1:00 PM	Taytay ES
	1:00 PM	Kalabaylabay IS

Prepared by:


NILO L. LOMONGO
EPS II SMME/ Partnership Focal Person





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TURN-OVER CEREMONY PROGRAM FLOW SAMPLE

1. Preliminaries
 - Opening Prayer
 - National Anthem
2. Message of Thanks
 - School Head/School's Representative
3. Message of Support
 - Partners Representative
4. Details of Donations
 - Adopt-A- School Program Coordinator
5. Signing of the Deed of Donation and Deed of Acceptance
6. Photo Opportunity

Note: Since the donations are reading materials, it is suggested that the School Librarian and/or Learning Resource Coordinator be present during the turn-over ceremony.

