



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

January 23, 2020

**DIVISION MEMORANDUM**

No. 022, s. 2020

**SUPPORT GENERATION AND MOBILIZATION FOR AFFECTED SCHOOLS,  
LEARNERS AND PERSONNEL OF TAAL VOLCANO ERUPTION**

**TO:** Assistant Schools Division Superintendent  
CID & SGOD Chief Education Supervisors  
Section Chiefs  
Education Program Supervisors  
Public Schools District Supervisors & Coordinating Principals  
SEPS, EPS II, PDO I & II  
Public Elementary & Secondary School Heads  
ASP/ BE District & School Coordinators  
All Others Concerned


1. The Department of Education (DepEd) through the External Partnership Service (EPS) and in coordination with DRRMS, is engaging our private sector partners in generating support for affected schools, including the learners and personnel due to the eruption of Taal Volcano in Batangas.
2. The SDO of Sorsogon is enjoined to raise and mobilize private partners' support in its jurisdiction to provide **hygiene kits** as assigned by the DepEd Central Office to DepEd Bicol.
3. Standard hygiene kits are consist of the following:

<b>ITEMS</b>	<b>QTY.</b>	<b>ITEMS</b>	<b>QTY.</b>
Face Towel	2 pcs.	Sanitary Napkins	1 pack
Tooth Brush	1 pc.	Towel	1 pc.
Tooth Paste	1 pc.	Underwear	1 set
Nail Cutter	1 pc.	Laundry Soap	1 bar
Comb	1 pc.	N95 Mask or Dust Mask	1 pc.
Bath Soap	1 pc.	Blanket	1 pc.
Shampoo	1 pc.	Clean Clothes	1 set
Rubbing Alcohol	1 bo. (150ml)		



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4. The SDO, District Offices and Secondary Schools shall assign donation drop off areas for the purpose.
5. The conduct of other activities to generate donation items can be conducted and the mobilization period shall be from January 20 to February 15, 2020.
6. All DepEd SDO of Sorsogon officials, teaching and non-teaching personnel, SPG and SSG Officers and members are also requested to lend a helping hand and voluntarily support this generation and mobilization activities for fellow Filipinos affected by the natural catastrophe.
7. For proper recording and to ensure that all donations are accounted for, the attached Report Template must be accomplished and be sent to SDO SGOD SocMobNet Unit c/o Bernard D. Estrada, SEPS and Abraham H. Gregory, EPS II upon delivery on or before February 13, 2020.
8. Travel and incidental expenses of the SocMobNet Personnel, District and School Coordinators in transporting the collected items from their stations to the destination shall be charged to local funds/ MOOE subject to the usual accounting rules and regulations.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**SUPPORT GENERATION AND MOBILIZATION FOR AFFECTED SCHOOLS, LEARNERS  
AND PERSONNEL OF TAAL VOLCANO ERUPTION**

**REPORTING TEMPLATE FOR DONATIONS**

**District/ Cluster:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

Date delivered by the school to the District Office: \_\_\_\_\_

Date delivered by the District Office to SDO SGOD SocMobNet: \_\_\_\_\_

Date delivered from **Secondary School** to SDO SGOD SocMobNet: \_\_\_\_\_

DONATED ITEMS	QUANTITY
Face Towel	pcs.
Tooth Brush	pcs.
Tooth Paste	
a) small tube	pcs.
b) medium tube	pcs.
c) large tube	pcs.
d) in sachet/s	pcs.
Nail Cutter	pcs.
Comb	pcs.
Bath Soap	
a) small	pcs.
b) big	pcs.
Shampoo	
a) in plastic containers	pcs.
b) in sachet/s	pcs.
Rubbing Alcohol (150ml)	bottle/s
Sanitary Napkins	packs
Towel	pcs.
Underwear	set/s
Laundry Soap (bar)	bar/s
Laundry Soap (powder)	mg./ kg.
N95 Mask	pcs.
Dust Mask	pcs.
Blanket	pcs.
Clean Clothes	set

Submitted by: \_\_\_\_\_  
PSDS/School Head/ ASP/ BE District or School Coordinator

Received at the SDO SocMobNet Unit on \_\_\_\_\_ by \_\_\_\_\_

