



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

November 25, 2024

**DIVISION MEMORANDUM**  
No. 267 s. 2024

**GIFT-GIVING TO TYPHOON-HIT FAMILIES AND LEARNERS IN  
CATANDUANES**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors and Division Coordinators  
Public Schools District Supervisors and OIC-PSDSs  
Public Elementary School Heads  
Public Secondary School Heads  
All others concerned

1. Pursuant to the Memorandum issued by the Chief of Staff of the Office of the Secretary, Usec. Fatima Lipp D. Panontongan, dated November 19, 2024, and in unanimity with the call of the Executive Secretary from the Malacañang Palace to be *"in solidarity with the millions of our countrymen who continue to grieve over lives, homes and livelihoods lost during the six typhoons that pummeled us in a span of less than a month,"* this Office is initiating a donation drive for typhoon-hit families and learners in the province of Catanduanes this December 2024.
2. Cash donations shall be received by the Cash Section of DepEd Sorsogon Province, through Mrs. Rica D. Espigol, Administrative Officer IV, who will issue official receipts for transparency and accounting purposes.
3. In kind donations shall be received by the Office of the Schools Division Superintendent, care of Mrs. Alona Macatangay, Administrative Assistant III of the OSDS Secretariat office, located at the 2<sup>nd</sup> floor of DepEd Sorsogon Province Building, Sorsogon Sports Complex, Balogo, Sorsogon City.
4. The cutoff date for those who wish to send their cash or in-kind donations will be on December 13, 2024.
5. Immediate & widest dissemination and compliance of this Memorandum are directed.

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



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