



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

MEMORANDUM

TO: Assistant Schools Division Superintendent
CID & SGOD Chiefs
PSDS of Pilar III District
SEPS-SGOD
School Head of Bantayan Elementary School
All Others Concerned

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

SUBJECT: **DISTRIBUTION OF SCHOOL SUPPLIES AND HYGIENE KITS
FROM ASA PHILIPPINES FOUNDATION, INC.**

DATE: November 18, 2025

1. As part of their community program, the ASA Philippines Foundation, Inc. which is a non-profit and non-stock corporation dedicated to empowering women in underprivileged communities through microfinance and various social development services will be distributing school supplies to 309 pupil-recipients of Bantayan Elementary School in Pilar III District, Pilar, Sorsogon on November 19, 2025 at 9:00 o'clock in the morning.
2. School Head and teachers concerned are expected to prepare the following:
 - a) Covered Court/ school stage where the distribution will take place
 - b) Short Program
 - c) Deed of Donation and Deed of Acceptance
 - c) Certificate of Appreciation
 - d) Certificate of Appearance for 10 persons
3. Teacher-Advisers are requested to assist to make the distribution orderly. Pupils to receive the supplies must be in their school uniform.
4. This Office is expecting that the staff from the ASA Philippines Foundation, Inc. be well accommodated by the school.
5. Travel and incidental expenses of the involved DepEd SDO personnel shall be charged against local school funds/ MOOE subject to the usual accounting rules and regulations.
6. For information, guidance and compliance.