



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

May 9, 2026

DIVISION MEMORANDUM

No. **175** 2026

**PREPOSITIONING AND DISTRIBUTION OF SCHOOL SUPPLIES UNDER THE
KADUNUNGAN PROGRAM OF THE PROVINCIAL GOVERNMENT OF SORSOGON**

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. In line with the Provincial Government of Sorsogon's commitment to supporting the educational needs of students, the Kadunungan Program is set to commence the delivery and distribution of t-shirts, school supplies, bags, caps, and umbrellas to various beneficiary schools across the province.

2. The program activities are scheduled to take place from **May 11 to June 8, 2026**. To ensure the smooth and organized implementation of this initiative, all concerned School Heads are hereby directed to facilitate the following:

- **Prepositioning:** Provide assistance and secure storage for the school supplies upon delivery to your respective schools according to the established schedule.
- **Simultaneous Distribution:** Conduct the distribution of the school supplies to student beneficiaries on **June 8, 2026**.
- **Reporting and Documentation:** Ensure the immediate submission of accomplished monitoring forms on or before **June 15, 2026**.

3. School Heads and designated property custodians may access the digital copies of the schedules and monitoring forms through the following link:
<https://drive.google.com/drive/folders/1N9ftLdRmDvcZDI2hyhUTuWkbloqQ0sXm?usp=sharing>.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



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4. Please be advised that schedules may be subject to change due to unforeseen circumstances. School heads are encouraged to maintain close coordination with the Kadunungan Secretariat for updates. For inquiries, you may contact them via email at kadunungan.7k@gmail.com.

5. Immediate & widest dissemination and compliance of this Memorandum are directed.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent

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Provincial Government of Sorsogon



KADUNUNGAN PROGRAM

May 5, 2026

JOSE L. DONCILLO, CESO V
Schools Division Superintendent
Province of Sorsogon

Dear **SDS Doncillo**,

Greetings!

In line with the Provincial Government of Sorsogon's continued efforts to support the educational needs of students in the province, the Kadunungan Program is now preparing for the repositioning and delivery of t-shirts, school supplies, bags, caps, and umbrellas to the beneficiary schools which is scheduled from May 11 - June 8, 2026.

With this, **we respectfully request your assistance in the preparation and dissemination of a DepEd Memorandum** to the School Heads concerned to inform them of the following activities:

- (1) schedule of repositioning of school supplies in their respective schools;
- (2) schedule of simultaneous distribution of school supplies on June 8, 2026; and,
- (3) immediate submission of accomplished monitoring forms on or before June 15, 2026.

We have attached copies of the schedule and monitoring forms for your reference. Please be advised that the schedule may change due to unforeseen circumstances but rest assured that immediate and proper coordination will be observed. For digital copies of the said forms, you may access the Google Drive through this link: <https://drive.google.com/drive/folders/1N9ftLdRmDvcZDI2hyhUTuWkblogQ0sXm?usp=sharing>.

We will appreciate the outright submission of the said forms to avoid delays that may affect the continued implementation of the program. For inquiries, you may contact the Kadunungan Secretariat through kadunungan.7k@gmail.com.

Thank you for your continued support.

Very truly yours,

ARTHUR M. BALMADRID
PGDH-PHRMO / Kadunungan Project Manager

Noted by:


HON. EDWIN "BOBOY" B. HAMOR
Governor
Province of Sorsogon



Gamit mo *sagot ko.*



Please complete the
MONITORING FORMS
before **June 8**



DEADLINE:
JUNE 8-16



IMPORTANT:
Students should fill out the signature of the
monitoring form. If unable, the parents or
the teachers can.
BUT should be fill out one by one
and not bracket form.



For questions, contact us at:
kadunungan.7k@gmail.com

"GAMIT MO SAGOT KO PROGRAM"

MUNICIPALITY: _____
NAME OF SCHOOL: _____
SCHOOL HEAD: _____

Grade Level: **GRADE 2**

Date Received: _____

BENEFICIARIES	SCHOOL SUPPLIES	SCHOOL UNIFORMS QUANTITY			
NAME OF STUDENT/RECEIPT	SET 1: KINDER-GRADES 1-3 (PAD PAPER, (3 pcs) PENCILS, CRAYON, SHARPENER, (6 pcs) WRITING/COMP. NOTEBOOKS & PLASTIC ENVELOPE)	T-SHIRT (1 PC ALL LEVELS))	CAP (BOYS) (K-G6)	UMBRELLA (GIRLS) (K-G6)	SIGNATURE
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Name and signature of School Head

Prepared By: _____

Delivered By: _____

Noted By: _____

"GAMIT MO SAGOT KO PROGRAM"

MUNICIPALITY: _____
 NAME OF SCHOOL: _____
 SCHOOL HEAD: _____

Grade Level: **GRADE 3**

Date Received: _____

BENEFICIARIES	SCHOOL SUPPLIES	SCHOOL UNIFORMS QUANTITY			
NAME OF STUDENT/RECEPIENT	SET 1: KINDER-GRADES 1-3 (PAD PAPER, (3 pcs) PENCILS, CRAYON, SHARPENER, (6 pcs) WRITING/COMP. NOTEBOOKS & PLASTIC ENVELOPE)	T-SHIRT (1 PC ALL LEVELS))	CAP (BOYS) (K-G6)	UMBRELLA (GIRLS) (K-G6)	SIGNATURE
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 Name and signature of School Head

Prepared By: _____

Delivered By: _____

Noted By: _____



"GAMIT MO SAGOT KO PROGRAM"

MUNICIPALITY: _____

NAME OF SCHOOL: _____

SCHOOL HEAD: _____

Grade Level: **GRADE 4**

Date Received: _____

BENEFICIARIES	SCHOOL SUPPLIES	SCHOOL UNIFORMS QUANTITY			
NAME OF STUDENT/RECEPIENT	SET 2: GRADES 4-6) PAD PAPER/INTERMEDIATE, (3 pcs) BALLPEN, (6 pcs) SPIRAL NOTEBOOK & PLASTIC ENVELOPE)	T-SHIRT (1 PC ALL LEVELS))	CAP (BOYS) (K-G6)	UMBRELLA (GIRLS) (K-G6)	SIGNATURE
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 Name and signature of School Head

Prepared By: _____

Delivered By: _____

Noted By: _____

"GAMIT MO SAGOT KO PROGRAM"

MUNICIPALITY: _____
 NAME OF SCHOOL: _____
 SCHOOL HEAD: _____

Grade Level: **GRADE 5**

Date Received: _____

BENEFICIARIES	SCHOOL SUPPLIES	SCHOOL UNIFORMS QUANTITY			SIGNATURE
NAME OF STUDENT/RECEPIENT	SET 2: GRADES 4-6) PAD PAPER/INTERMEDIATE, (3 pcs) BALLPEN, (6 pcs) SPIRAL NOTEBOOK & PLASTIC ENVELOPE)	T-SHIRT (1 PC ALL LEVELS))	CAP (BOYS) (K-G6)	UMBRELLA (GIRLS) (K-G6)	
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 Name and signature of School Head

Prepared By: _____

Delivered By: _____

Noted By: _____



"GAMIT MO SAGOT KO PROGRAM"

MUNICIPALITY: _____

NAME OF SCHOOL: _____

SCHOOL HEAD: _____

Grade Level: **GRADE 6**

Date Received: _____

BENEFICIARIES	SCHOOL SUPPLIES	SCHOOL UNIFORMS QUANTITY			
NAME OF STUDENT/RECEPIENT	SET 2: GRADES 4-6) PAD PAPER/INTERMEDIATE, (3 pcs) BALLPEN, (6 pcs) SPIRAL NOTEBOOK & PLASTIC ENVELOPE)	T-SHIRT (1 PC ALL LEVELS))	CAP (BOYS) (K-G6)	UMBRELLA (GIRLS) (K-G6)	SIGNATURE
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Name and signature of School Head

Prepared By: _____

Delivered By: _____

Noted By: _____

"GAMIT MO SAGOT KO PROGRAM"

MUNICIPALITY: _____

NAME OF SCHOOL: _____

SCHOOL HEAD: _____

Grade Level: **GRADE 7-JHS**

Date Received: _____

BENEFICIARIES	SCHOOL UNIFORMS QUANTITY		
NAME OF STUDENT/RECEPIENT	SET 3: GRADES 7-10 (INTERMEDIATE PAPER, (3 pcs) BALLPEN, (6 pcs) SPIRAL NOTEBOOKS & PLASTIC ENVELOPE)	T-SHIRT (1 PC ALL LEVELS))	SIGNATURE
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Name and signature of School Head

Prepared By: _____

Delivered By: _____

Noted By: _____

"GAMIT MO SAGOT KO PROGRAM"

MUNICIPALITY: _____

NAME OF SCHOOL: _____

SCHOOL HEAD: _____

Grade Level: **GRADE 8-JHS**

Date Received: _____

BENEFICIARIES	SCHOOL UNIFORMS QUANTITY		
NAME OF STUDENT/RECEPIENT	SET 3: GRADES 7-10 (INTERMEDIATE PAPER, (3 pcs) BALLPEN, (6 pcs) SPIRAL NOTEBOOKS & PLASTIC ENVELOPE)	T-SHIRT (1 PC ALL LEVELS))	SIGNATURE
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Name and signature of School Head

Prepared By: _____

Delivered By: _____

Noted By: _____

"GAMIT MO SAGOT KO PROGRAM"

MUNICIPALITY: _____

NAME OF SCHOOL: _____

SCHOOL HEAD: _____

Grade Level: **GRADE 9-JHS**

Date Received: _____

BENEFICIARIES	SCHOOL UNIFORMS QUANTITY		
NAME OF STUDENT/RECEIPT	SET 3: GRADES 7-10 (INTERMEDIATE PAPER, (3 pcs) BALLPEN, (6 pcs) SPIRAL NOTEBOOKS & PLASTIC ENVELOPE)	T-SHIRT (1 PC ALL LEVELS))	SIGNATURE
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Name and signature of School Head

Prepared By: _____

Delivered By: _____

Noted By: _____

"GAMIT MO SAGOT KO PROGRAM"

MUNICIPALITY: _____
 NAME OF SCHOOL: _____
 SCHOOL HEAD: _____

Grade Level: **GRADE 10-JHS**

Date Received: _____

BENEFICIARIES	SCHOOL UNIFORMS QUANTITY		
NAME OF STUDENT/RECEPIENT	SET 3: GRADES 7-10 (INTERMEDIATE PAPER, (3 pcs) BALLPEN, (6 pcs) SPIRAL NOTEBOOKS & PLASTIC ENVELOPE)	T-SHIRT (1 PC ALL LEVELS))	SIGNATURE
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 Name and signature of School Head

Prepared By: _____

Delivered By: _____

Noted By: _____

"GAMIT MO SAGOT KO PROGRAM"

MUNICIPALITY: _____

NAME OF SCHOOL: _____

SCHOOL HEAD: _____

Grade Level: **GRADE 11-SHS**

Date Received: _____

BENEFICIARIES	SCHOOL UNIFORMS QUANTITY		
NAME OF STUDENT/RECEPIENT	SET 3: GRADES 7-10 (YELLOW PAD PAPER, (3 pcs) BALLPEN, (6 pcs) SPIRAL NOTEBOOKS & PLASTIC ENVELOPE)	T-SHIRT (1 PC ALL LEVELS))	SIGNATURE
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Name and signature of School Head

Prepared By: _____

Delivered By: _____

Noted By: _____

"GAMIT MO SAGOT KO PROGRAM"

MUNICIPALITY: _____

NAME OF SCHOOL: _____

SCHOOL HEAD: _____

Grade Level: **GRADE 12-SHS**

Date Received: _____

BENEFICIARIES	SCHOOL UNIFORMS QUANTITY		
NAME OF STUDENT/RECEPIENT	SET 3: GRADES 7-10 (YELLOW PAD PAPER, (3 pcs) BALLPEN, (6 pcs) SPIRAL NOTEBOOKS & PLASTIC ENVELOPE)	T-SHIRT (1 PC ALL LEVELS))	SIGNATURE
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Name and signature of School Head

Prepared By: _____

Delivered By: _____

Noted By: _____



Provincial Government of Sorsogon

KADUNUNGAN PROGRAM



CERTIFICATION

This is to certify that a total of _____ students received school supplies and uniforms from the Provincial Government of Sorsogon under Kadunungan Program's "Gamit Mo, Sagot Ko" for **School Year 2026-2027**.

Attached herewith are Monitoring Forms and the Requisition Issue Slip (RIS) reflecting the total quantities of the items received.

Name and Signature of School Head

School: _____

Municipality: _____

Date Signed: _____

REQUISITION ISSUE SLIP
 PROVINCIAL GOVERNMENT OF SORSOGON
 AGENCY/PROCURING ENTITY

Division/Branch/Unit: _____ Responsibility Center: _____ RIS No.: _____
 Office: G. O. Kadunungan Code: _____ SAI No.: _____

STOCK NO.	UNIT	DESCRIPTION	QTY.	UNIT COST	TOTAL COST
1	pc	Printed T-shirt (1 pc per pupil/student)			
2	pc	Backpack, blue, double zip, backpack with 7K Logo			
3	pc	Cap, blue, adjustable snapback closure			
4	pc	Umbrella, blue manual open, approx size: 90cm. (diameter) 70 cm. (length)			
5	set	SET 1: KINDER-GRADES 1-3 (PAD PAPER, 3 pcs PENCILS, CRAYON, SHARPENER, 6 pcs WRITING/COMP. NOTEBOOKS & PLASTIC ENVELOPE)			
6	set	SET 2: GRADES 4-6 (PAD PAPER/INTERMEDIATE PAPER, 3 pcs BALLPEN, 6 pcs SPIRAL NOTEBOOK & PLASTIC ENVELOPE)			
7	set	SET 3: GRADES 7-10 (INTERMEDIATE PAPER, 3 pcs BALLPEN, 6 pcs SPIRAL NOTEBOOKS & PLASTIC ENVELOPE)			
8	set	SET 4: GRADES 11-12, YELLOW PAD PAPER, 3 pcs BALLPEN, 6 pcs SPIRAL NOTEBOOKS & PLASTIC ENVELOPE)			
				Total	

Purpose: For Kadunungan Program, Other Supplies and Materials Expenses for Gamit Mo Sacot Ko.
 For distribution: _____

Signature: Printed Name: Designation: Date:	Requested by:	Approved by:	Issued by:	Received by:
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