



Republic of the Philippines
Department of Education
REGION V - BICOL



28 November 2023

REGIONAL MEMORANDUM

No. ___ s. 2023

000717

DONATION DRIVE FOR THE VICTIMS OF SEVERE FLOODING IN NORTHERN SAMAR, EASTERN SAMAR, AND CALBAYOG CITY IN REGION VIII

To : Assistant Regional Director
Schools Division Superintendents
SGOD Chiefs
Division Partnerships Coordinators
Regional Chiefs of Functional Divisions/Sections/Units
Public Elementary and Secondary School Heads
All Concerned

1. Please be informed that the DepEd Region V is actively supporting its sister region - DepEd Region VIII donation drive for the victims of severe flooding in Northern Samar, Eastern Samar, and Calbayog City. The donation drive will be done from November 28, 2023, to December 11, 2023.
2. All Schools Division Offices (SDOs) and education partners are requested to actively participate in this endeavor by encouraging donations of food packs, blankets, school supplies and hygiene materials. All collected donations shall be reported/delivered to ESSD Special Programs and Projects Section from December 11 to December 15, 2023. All donations will be delivered to Region VIII on December 21-23, 2023, with the assistance from the SDOs. For any concern/question, please coordinate with Maria Cristina G. Baroso, PDO IV at 09477638165.
3. Transportation, meals, accommodation and other incidental expenses relative to the turn-over and/or delivery of the donations to Regional Office V and/or Regional Office VIII shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

GILBERT T. SADSAD
Regional Director

Encls: As stated

To be indicated in the Perpetual Index
under the following subjects:
DRRM
RESPONSE

ESSD-SPPS/mcgb
11/28/2023



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

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

November 29, 2023

DIVISION MEMORANDUM

No. **270**, s. 2023

**DONATION DRIVE FOR THE VICTIMS OF SEVERE FLOODING IN
NORTHERN SAMAR & EASTERN SAMAR
AND CALBAYOG CITY IN REGION VIII**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Functional Area/ Section Heads
Education Program Supervisors
Public Schools District Supervisors
Education Program Specialists
Public Elementary, Secondary and Integrated School Heads
District and School ASP/ Brigada Eskwela Coordinators
Education Partners
All Others Concerned

1. Pursuant to DepEd Regional Memorandum No. 000717, this Division will be conducting a Donation Drive for the victims of severe flooding in Northern Samar, Eastern Samar and Calbayog City in Region VIII from November 28, 2023 to December 11, 2023.
2. The SDO Officials and personnel, schools in the Division and education partners are requested to support this humanitarian endeavor by voluntarily donating any of the following:
 - a) Food Packs
 - b) Blankets
 - c) School Supplies
 - d) Hygiene Kits
3. All Districts through the initiative of the PSDSs and assistance of the School Heads and District/School ASP/ Brigada Coordinators shall spearhead the resource generation activities.



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CIP 5461/21/05/1163

4. All collected donations shall be delivered to the SDO SGOD Office from **November 29, 2023 to December 11, 2023.**
5. In order for the SGOD SocMobNet Unit to properly record and receive all donations from the SDO's functional areas, district and schools and education partners, the attached template will be used. Please accomplish in three (3) copies.
6. Transportation, meals and other incidental expenses relative to the turn-over and/ or delivery of the donations from the schools to the District Office, District Office to the SDO and to the Regional Office V shall be charged against local funds/ MOOE subject to the usual accounting and auditing rules and regulations.
7. For any concern/ question, please coordinate with Mr. Bernard D. Estrada, SEPS SocMobNet via messenger or email at bernardino.estrada@deped.gov.ph and Mr. Abraham H, Gregory, EPS II at abraham.gregory001@deped.gov.ph .
8. For immediate dissemination, guidance and compliance.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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Enclosure 1 to Division Memorandum No. _____ s. 2023

**DONATION DRIVE FOR THE VICTIMS OF SEVERE FLOODING IN
NORTHERN SAMAR, EASTERN SAMAR AND
CALBAYOG CITY IN REGION VIII**

District: _____ School: _____

Name of the School Head: _____

Name of the PSDS: _____

LIST OF DONATED ITEMS

QTY.	UNIT	ITEM DESCRIPTION	ESTIMATED AMOUNT
A. FOOD ITEMS			
	packs	Food Packs	
	can/s	Canned Sardines	
	can/s	Canned Corned Beef/ Ham, etc.	
	packs	Instant Noodles	
		Others except perishables	
B. SCHOOL SUPPLIES			
	pc./pcs.	Notebooks (50 leaves)	
	pad/ pads	Pad Paper	
	pc./pcs.	Pencil	
	pc./pcs.	Pencil Sharpeners	
	pc./pcs.	Ruler	
	pc./pcs.	Small Scissors	
	pc./pcs.	Ordinary Paste	
	pc./pcs.	Glue	
	pc./pcs.	Bag	
	pc./pcs.	Learners' Plastic Envelop with handles	
	pc./pcs.	Learners' Plastic Envelop without handles	
	pc./pcs.	Slippers	
		Others	
C. HYGIENE KITS			
	pcs.	Toothbrush	
	tube/s	Toothpaste (in tube)	
	sachet/s	Toothpaste (in sachet)	
	pc./pcs.	Bath Soap (small & with plastic cover)	



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	pc./ pcs.	Bath Soap (medium size & in box)	
	pc./ pcs.	Bath Soap (large size & in box)	
	pc./ pcs.	Sanitary Pads for female school learners	
	pack/s	Sanitary Pads <i>(in packs with various numbers/ contents)</i>	
	bo./ bos.	Mouthwash	
OTHERS			
	pc./ pcs.	Blanket	
	pc./ pcs.	Pillow	
	pc./ pcs.	Pillow Cover	
	bo./ bos.	Bottled Water (small bottle)	
	bo./ bos.	Bottled Water (330 ml)	
	bo./ bos.	Bottled Water (500 ml)	
	bo./ bos.	Bottled Water (1 Liter)	
	bo./ bos.	Bottled Water (1.5 Liter)	
	galoon/ galoons	Drinking Waters (6 Liters)	

Prepared by:

ASP/BE School Coordinator

Noted by:

Name of the School Head & Signature

Donated Items Delivered to the District Office by:

Name and Position of the School Head/
Authorized School Personnel & Signature

Date of turn-over to the District Office: _____

Received at the District Office by:

Name and Position of Receiving Officer/ Authorized Personnel/ Signature



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**DONATION DRIVE FOR THE VICTIMS OF SEVERE FLOODING IN
NORTHERN SAMAR, EASTERN SAMAR AND
CALBAYOG CITY IN REGION VIII**

District: _____

Name of the PSDS: _____

**LIST OF DONATED ITEMS
DISTRICT CONSOLIDATED REPORT**

QTY.	UNIT	ITEM DESCRIPTION	ESTIMATED AMOUNT
A. FOOD ITEMS			
	packs	Food Packs	
	can/s	Canned Sardines	
	can/s	Canned Corned Beef/ Ham, etc.	
	packs	Instant Noodles	
		Others except perishables	
B. SCHOOL SUPPLIES			
	pc./pcs.	Notebooks (50 leaves)	
	pad/ pads	Pad Paper	
	pc./pcs.	Pencil	
	pc./pcs.	Pencil Sharpeners	
	pc./pcs.	Ruler	
	pc./pcs.	Small Scissors	
	pc./pcs.	Ordinary Paste	
	pc./pcs.	Glue	
	pc./pcs.	Bag	
	pc./pcs.	Learners' Plastic Envelop with handles	
	pc./pcs.	Learners' Plastic Envelop without handles	
	pc./pcs.	Slippers	
		Others	
C. HYGIENE KITS			
	pcs.	Toothbrush	
	tube/s	Toothpaste (in tube)	
	sachet/s	Toothpaste (in sachet)	



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	pc./pcs.	Bath Soap (small & with plastic cover)	
	pc./pcs.	Bath Soap (medium size & in box)	
	pc./pcs.	Bath Soap (large size & in box)	
	pc./ pcs.	Sanitary Pads for female school learners	
	pack/s	Sanitary Pads (in packs with various numbers/ contents)	
	bo./ bos.	Mouthwash	
OTHERS			
	pc./ pcs.	Blanket	
	pc./ pcs.	Pillow	
	pc./ pcs.	Pillow Cover	
	bo./ bos.	Bottled Water (small bottle)	
	bo./ bos.	Bottled Water (330 ml)	
	bo./ bos.	Bottled Water (500 ml)	
	bo./ bos.	Bottled Water (1 Liter)	
	bo./ bos.	Bottled Water (1.5 Liter)	
	galoon/ galoons	Drinking Waters (6 Liters)	

Prepared by:

District ASP/BE School Coordinator

Noted by:

Name of the PSDS & Signature

Donated Items Delivered to the SDO by:

PSDS/ Authorized Personnel & Signature

Received at the SDO by:

Name and Position of Receiving Officer/ Authorized Personnel

Date received at the SDO: _____, 2023



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