



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

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November 15, 2022

**DIVISION MEMORANDUM**

No. 217, s. 2022

**GMA KAPUSO FOUNDATION INC. GIVE-A-GIFT (GAG),  
“ALAY SA BATANG PINOY PROJECT”**

**TO:** Assistant Schools Division Superintendent  
CID & SGOD Chief Education Supervisors  
PSDSs/ OIC-PSDSs of Casiguran 1 & 2 and Juban I & II Districts  
SEPS and EPS II SocMobNet  
Public Elementary School Heads Concerned  
All Others Concerned

1. The GMA Kapuso Foundation, Inc. in coordination and partnership with DepEd Sorsogon and with the assistance of the 903<sup>rd</sup> Infantry Brigade Philippine Army will be giving special gift packages to underprivileged Kinder up to Grade 6 school children in selected schools in Casiguran I & II and Juban I & II Districts on November 17-19, 2022.
2. The schedule of the distribution, list of schools per distribution center and the number of recipients are found in the enclosure.
3. Key SDO Officials and SGOD personnel, PSDSs/ OIC-PSDSs of the concerned districts are requested to join the GMAKFI Team during the distribution. Hence, necessary preparations must be made such as the short program, certificate of appearances for the visitors and the certificate of appreciation for GMA Kapuso Foundation, Inc. and Philippine Army.
4. School Heads Concerned are advised to be ready with their Deed of Acceptance and Deed of Donation templates which are to be prepared in two (2) copies.
5. Class Advisers, SPTA Officers, Barangay Officials are requested to assist in the gift-giving activity to make it orderly.



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6. School Heads and teacher-advisers in the identified distribution centers must see to it that the required health protocols/ standards to prevent Covid-19 like wearing of face masks, social distancing, washing of hands with water and alcohol are being followed.
7. Below is the step by step plan for the distribution:
  - a) GMAKF stubs will be distributed prior to distribution proper (c/o the PA);
  - b) the distribution must be done in an open area/ venue;
  - c) the school children will be the one to claim the gift. Teacher-advisers are requested to have their pupils lined up properly by grade level and section;
  - d) in claiming the gift package, the pupils will present their claim stubs; and
  - e) in the event that the pupils of some schools cannot go to the identified distribution center due to distance, bad weather condition and other valid reason, the gifts can be claimed by either their advisers or parent/ guardian provided that the claim stubs be presented to GMAKF staff.
8. A one (1) day service credit shall be granted to teacher-advisers and one (1) day Compensatory Overtime Credit (CoC) shall be given to Principals and SDO personnel reporting on Saturday, November 19, 2022 to assist the GMA Kapuso Foundation Inc. in the gift-giving activity.
9. Travel and incidental expenses of DepEd Sorsogon personnel involved in this activity shall be charged against Local Funds/ MOOE subject to the usual accounting and auditing rules and regulations.
10. Immediate dissemination of this Memorandum is desired.
11. For information, guidance and compliance.

*For: [Signature]*  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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**SCHEDULE OF DISTRIBUTION, LIST OF SCHOOLS & TOTAL NUMBER OF KINDER TO GRADE 6 SCHOOL CHILDREN TO RECEIVED GIFTS FROM GMAKF, INC.**

<b>DATE</b>	<b>DISTRIBUTION CENTER</b>	<b>SCHOOLS</b>	<b>TOTAL NO. OF PUPIL-RECIPIENTS</b>
<b>NOVEMBER 17, 2022</b> (THURSDAY) 8:00 AM	<b>ESCUALA COVERED COURT,</b> Escuela, Casiguran, Sorsogon	Casay ES Escuela ES	220 256 <b>TOTAL: 476</b>
<b>NOVEMBER 17, 2022</b> (THURSDAY) 1:00 PM	<b>RIZAL ES</b> Rizal, Casiguran, Sorsogon	Rizal ES	132 <b>TOTAL: 132</b>
<b>NOVEMBER 18, 2022</b> (FRIDAY) 8:00 AM	<b>CATANUSAN ES</b> Catanusan, Juban, Sorsogon	Catanusan ES	211 <b>TOTAL: 211</b>
<b>NOVEMBER 18, 2022</b> (FRIDAY) 10:30 AM	<b>SIPAYA ES</b> Sipaya, Juban, Sorsogon	Sipaya ES Calateo ES	138 165 <b>TOTAL: 303</b>
<b>NOVEMBER 18, 2022</b> (FRIDAY) 1:00 PM	<b>COGON ES</b> Cogon, Juban, Sorsogon	Cogon ES	261 <b>TOTAL: 261</b>
<b>NOVEMBER 18, 2022</b> (FRIDAY) 3:00 PM	<b>JAGUSARA ES</b> Lajong, Juban, Sorsogon	Jagusara ES RP Tabuena ES <i>Note: RP Tabuena ES pupils will go to Jagusara ES during the distribution</i>	332 42 <b>TOTAL: 374</b>
<b>NOVEMBER 19, 2022</b> (SATURDAY) 1:00 PM	<b>MARIO G. GUARIÑA ES</b> Rangas, Juban, Sorsogon	M.G Guarina ES Mabini ES (Casiguran) Tublejon ES Añog ES  <i>Note: Mabini ES, Tublejon ES and Añog ES pupils will go to Mario Guarina ES during the distribution</i>	246 125 160 107 <b>TOTAL: 638</b>
<b>GRAND TOTAL</b>			<b>2,395</b>

