



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

November 2, 2022

DIVISION MEMORANDUM

No. 209, s. 2022

RELEASING SCHOOL SITE DOCUMENTS UPON REQUESTS OF PRIVATE ENTITIES and COORDINATION WITH THE DIVISION EDUCATION FACILITIES UNIT ON CLASSROOM DONATION FROM PRIVATE ENTITIES

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors/OIC – PSDS's
Heads of Functional Areas
School Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. It has been brought to the attention of this Office that certain schools in the Division of Sorsogon is a recipient of ten classroom two-storey building purportedly donated by the United Nations. Moreover, the entity in charge of the purported donation is requesting from recipient schools copies of school site documents for purposes of administrative permits and groundbreaking.
2. After due verification, it was found out that the same was not properly coordinated with the education facilities section, and the central office did not release any memorandum for this purpose.
3. To protect the interest and name of DepEd, any request for copies of school site documents must be coursed through the Division Office. Similarly, donations of infrastructure project such as classrooms coming from private entities must be coordinated with the Division Education Facilities Unit for proper implementation.
4. Schedules of groundbreaking ceremonies for infrastructure donations initiated by private entities must be communicated to the Division Office for validation and verification.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700.
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



CIP 5461/21/05/1163



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

November 5, 2022

5. For information and guidance.

DIVISION MEMORANDUM
 No. 001 s. 2022

JOSE L. DONCILLO, CESO V
 Schools Division Superintendent

UNIT ON CLASSROOM DONATION FROM PRIVATE ENTITIES
 ENTITIES AND COORDINATION WITH THE DIVISION EDUCATION FACILITIES
 THE DOCUMENTS UPON REQUESTS OF PRIVATE

It has been brought to the attention of this Office that certain schools in the Division of Sorsogon is a recipient of ten classroom two-storey building preparedly donated by the United Nations. Moreover, the entity in charge of the proposed donation is requesting from recipient schools copies of school and documents for purposes of administrative permits and groundbreaking.

After due verification, it was found out that the same was not properly coordinated with the education facilities section, and the central office did not release any memorandum for this purpose.

To protect the interest and name of DepEd, any request for copies of school and documents must be counseled through the Division Office. Similarly, donations of infrastructure project such as classrooms coming from private entities must be coordinated with the Division Education Facilities Unit for proper implementation.

Schedules of groundbreaking ceremonies for infrastructure donations initiated by private entities must be communicated to the Division Office for validation and verification.



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