



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

November 19, 2024

**UNNUMBERED DIVISION MEMORANDUM**

**SCHEDULE OF DISTRIBUTION OF BAGS AND OTHER SUPPLIES FROM  
THE OFFICE OF THE VICE PRESIDENT (OVP)**

**To:** Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
PSDSs/ OIC-PSDSs Concerned  
SEPS and EPS II SGOD SocMobNet  
School Heads Concerned  
All Others Concerned


1. This Office informs the school heads concerned that the final distribution schedule of bags and other supplies from the Office of the Vice President (OVP) is on **Friday, November 22, 2024**.
2. Due to time constraints, not all schools in each Districts as stated in the Division Memorandum No. 250 s. 2024 will be visited by the OVP Regional Satellite Office personnel to officially turn-over the provisions for learners. Hence, this modified schedule in selected school/s in each district will be followed:

<b>DISTRICT</b>	<b>SCHOOLS</b>	<b>TIME</b>
<b>Prieto Diaz</b>	Sta. Lourdes ES	8:00 – 8:45 am
	Bulawan ES	
<b>Barcelona</b>	San Antonio ES	9:15 – 10:00 am
	Sta. Lourdes ES	
<b>Bulusan</b>	Sta. Barbara ES	10:30 - 11:30 am
	San Antonio ES	
<b>Sta. Magdalena</b>	Talaonga ES	12:30 – 1:00 pm
	Sta. Magdalena CS	1:20 – 1:50 pm
<b>Magallanes South</b>	Salvacion ES	3:00 – 3:45 pm
	Pawik ES	
<b>Magallanes North</b>	Illuminado Carranza ES	4:00 pm



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3. **The distribution will be done inside the classroom. No more program and activity backdrop/ tarpaulin will be prepared.** The PSDSs/ OIC-PSDSs are requested to prepare and award the certificate of appreciation for the Office of the Vice President and certificate of appearance for visitors.
4. It is assumed that at this time, all the required documents by the OVP were already fully accomplished and signed by the school heads including those from other recipients not listed above for submission to the latter. The District Brigada Eskwela Coordinator must retrieve from other school-recipients the documents and submit it to the Office of the Public Schools District Supervisors/ OIC-PSDSs on or before the scheduled visit of OVP Team.
5. The smooth and orderly distribution of supplies is expected in each school so as not to waste too much time. The school head and teachers must help in the preparation and conduct of activity. The Deed of Donation and Deed of Acceptance must be readied too.
6. Travel and incidental expenses of involved DepEd SDO personnel assisting in the distribution activity shall be charged against local school funds/ MOOE subject to the usual accounting rules and regulations.
7. For information, guidance and compliance.

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