



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



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July 28, 2020

Division Memorandum

No. 188 s. 2020

**SUBMISSION OF REPORT ON THE DONATIONS RECEIVED FROM STAKEHOLDERS
IN SUPPORT TO THE PREPARATION OF THE OPENING OF CLASSES**

To: Public Elementary and Secondary School Heads
SBM School Coordinators, Adopt-A-School Coordinators
All others concerned

1. This office is currently undergoing inventory of possible existing support of our stakeholders to be reported to higher office, in the preparation of the opening of classes particularly the reproduction of learning materials and modules this includes but not limited to bond papers, printers, ink, staplers, staple wire and others. Below is the template for your submission:

School	Name Donor/s	Item/s Donated	Quantity	Estimated Amount	REMARKS
example					
N School	PTA Officers	Mimeographing machine	1 unit	P xxxxx.xx	For reproduction of modules
Total				P xxxxx.xx	

2. Please email your report to Ms. Liza E. Maquiling, EPS II at lizaemaquiling@gmail.com on or before July 30, 2020.

3. Wide dissemination and compliance of this memorandum is desired.


JOSEPH IRWIN A. LAGURA, Ph.D.
Schools Division Superintendent