



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 335 , s. 2025

June 16, 2025

**IMPLEMENTATION OF THE TULONG ARAL NG PETRON PROGRAM IN
PARTNERSHIP WITH PETRON FOUNDATION INC.**

To: The School Heads of the following Schools:

- Cogon Elementary School
- Mansasa Elementary School
- Dr. Cecilio Putong National High School – Junior High School
- Cogon National High School
- All Others Concerned

1. Pursuant to the communication from the Office of the Undersecretary for Operations, through Assistant Secretary Malcolm S. Garma, and Regional Memorandum ESSD-2025-203, regarding the implementation of the Tulong Aral ng Petron Program, this Office hereby enjoins the full support and cooperation of all concerned in facilitating the successful implementation of the said program in the following identified schools:

1. Cogon Elementary School (CEIS)
2. Mansasa Elementary School (MEIS)
3. Dr. Cecilio Putong National High School (DCPNHS) – Junior High School
4. Cogon National High School (CNHS)

2. To ensure smooth implementation, the following directives shall be observed:

a. Designation of School Focal Persons

Each of the identified schools shall designate a School Focal Person who shall serve as the liaison between the school, the Division Office, Petron Foundation Inc. (PFI), and other stakeholders. The name and contact information of the designated focal person must be submitted to the School Governance and Operations Division (SGOD) on or before June 23, 2025.

b. Submission of Required Documentation

The school focal person shall be responsible for the timely and accurate submission of the following documents:

- Certified List of Qualified Learner-Beneficiaries
- Attendance Reports of the Beneficiaries
- Certification of Acknowledgment of Support



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3. All beneficiary schools shall accomplish and sign the Deed of Acceptance, which shall be submitted to the Division Office for endorsement to Petron Foundation Inc. (PFI). The SGOD Office through the Social Mobilization Desk shall provide technical assistance and monitor the progress of implementation. Regular coordination meetings may be scheduled to address any concerns and ensure alignment with program objectives.

4. Immediate and strict compliance to this Memorandum is expected to maximize the benefits of the program for our learner-beneficiaries. For inquiries or concerns, you may contact Liza E. Maquiling, Division Partnerships Focal Person, on Cellphone Number 09606753905.

5. For information and widest dissemination.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent 



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

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REGIONAL MEMORANDUM
 ESSD-2025-

203

To: SCHOOLS DIVISION OFFICES (SDOs) OF:
Bohol **Mandaue City**
Lapu-Lapu City **Tagbilaran City**

**REQUEST FOR ASSISTANCE ON THE IMPLEMENTATION
 OF THE TULONG ARAL NG PETRON PROGRAM**

- This has reference to the Memorandum No. OM-OUOPS-2025-13-03064 titled Request for Clearance for the Issuance of Memorandum Relative to the Implementation of the Tulong Aral ng Petron Program, and Memorandum No. CO-EPS No. 05-247 s. 2025 titled Request for Assistance on the Implementation of the Tulong Aral ng Petron Program.
- Petron Corporation (Petron) and Petron Foundation, Inc. (PFI) will be implementing the Tulong Aral ng Petron (TAP) scholarship program, an elementary and high school assistance program aimed at supporting underprivileged students in completing their basic education.
- These are the identified recipient schools:

#	SDOs	RECIPIENT SCHOOLS
A. Elementary Level		
1	Bohol	Bolod Elementary School
2	Lapu-Lapu City	Ibo Elementary School
3	Mandaue City	Cesar Cabahug Elementary School
4	Tagbilaran City	Cogon Elementary School Mansasa Elementary School
B. Secondary Level		
1	Lapu-Lapu City	Pusok National High School Pajo National High School Mactan National High School
2	Mandaue City	Mandaue City Comprehensive National High School Don Gerardo LL. Ouano National High School
3	Tagbilaran City	Dr. Cecilio Putong National High School Cogon High School - Evening Class



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone Number: 639773295904 local 700



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4. In line with this, each recipient school is requested to identify and assign coordinators who will be responsible for providing documents as requirements for the provision of assistance to learner-beneficiaries. The following documents are required, but not limited to:

- a. Designate Focal Person per School Beneficiary
- b. Submission/Certification of Qualified Student Beneficiaries
- c. Attendance Reports
- d. Certification of Acknowledgment

5. Furthermore, the identified SDOs are requested to facilitate the signing and submission of the Deeds of Acceptance to the PFI and EPS, which will be a crucial step to provide essential documentation to support Petron's claims for tax incentives under the Adopt-a-School program, thereby fostering their continued support for educational initiatives.

6. Immediate dissemination and action of this Memorandum is desired.



SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Director IV
Regional Director