



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

**Office of the Schools
Division
Superintendent**

DIVISION MEMORANDUM
No. , s. 2026

July 20, 2026

**ADVISORY ON THE VERIFICATION OF LETTERS OF AUTHORITY AND
THE PROHIBITION OF UNAUTHORIZED COMMERCIAL
ACTIVITIES IN SCHOOLS**

To: Assistant Schools Division Superintendent
Chiefs, SGOD, and CID
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to inform all concerned that the Office of the Schools Division Superintendent (SDS) **has not issued any permission or authority** to any individual, foundation, organization, or company to conduct room-to-room selling of seeds, fertilizers, or any other products in schools.

2. It has come to the attention of this Office that certain individuals have reportedly been presenting a letter purportedly bearing the signature of the Schools Division Superintendent to gain access to schools. These individuals are allegedly conducting room-to-room campaigns and promoting or selling retail packs of seeds and fertilizers to teachers and other school personnel.

As the authenticity of the said letter has not been established, all School Heads are directed to exercise caution and verify any such document with the Office of the Schools Division Superintendent before allowing any individual or group to conduct activities or commercial transactions within the school premises.

3. In this regard, all School Heads are advised to:

- a) **Do not allow** any individual or group to conduct room-to-room selling or commercial activities within the school premises based solely on such letter.
- b) **Verify the authenticity** of any letter or authority presented before allowing entry or any related activity.
- c) If such individuals visit your school, kindly **secure a clear photograph or photocopy of the letter** they present and immediately forward it to the Office of the Schools Division



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Superintendent for verification of the authenticity of the signature and the document.

- d) **Immediately report** the incident to the Schools Division Office for appropriate action.
4. This Office reiterates that **NO AUTHORITY HAS BEEN ISSUED** by the Schools Division Superintendent permitting any individual, foundation, organization, or company to conduct room-to-room selling of seeds, fertilizers, or any other products in public schools within the Division. School Heads are therefore directed to verify the authenticity of any letter of authority presented and immediately report any suspicious or unauthorized activity to the Office of the Schools Division Superintendent.
5. All School Heads are reminded to exercise due diligence in safeguarding learners, personnel, and the integrity of school operations by ensuring that only duly authorized activities are conducted within school premises.
6. For your information, guidance, and strict compliance.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent 