



April 28, 2016

DIVISION MEMORANDUM

No. ____ s, 2016

TO : MRS. ROSEMARIE TORRES
PSDS, Valencia District

MRS. CHARMAINE B. JAINAR
OIC - PSDS, Dauin District

Concerned School Heads of Dauin and Valencia Districts

SUBJECT : DISTRIBUTION AND TURNOVER OF TEACHING EQUIPMENT AND MATERIALS FROM PGCB TO RECIPIENT SCHOOLS

1. Attached is a letter from DR. CARMELA C. ORACION, Program Director of Policy, Governance and Capacity Building (PGCB), Ateneo Center for Educational Development Executive Director informing this office that the five (5) recipient schools of the PGCB programme have sent documentation materials on the use of the materials and equipment given to them and to hold a Distribution and Turnover Activity for partner schools that have not yet received teaching equipment and materials.

2. For the partner schools of Dauin and Valencia Districts, the *distribution and turnover will be on April 29, 2016, 3:00 in the afternoon at Valencia Central School*. The recipient schools are the following;

Elementary

- | | |
|-------------------------|-----------------------------|
| 1. Balabag ES | 9. Malaunay ES |
| 2. Balugo ES | 10. Pulangbato ES |
| 3. Bong-ao ES | 11. Sagbang ES |
| 4. Bongbong Es | 12. Valencia Central School |
| 5. Caidiocan ES | 13. Vicente I. Villa MS |
| 6. Dauin Central School | 14. Dungga PS |
| 7. Inas ES | 15. Malabo PS |
| 8. Mag-aso ES | 16. Nasuji PS |

Secondary

- | | |
|---------------------------|--------------|
| 1. Pulangbato National HS | 3. Dauin NHS |
| 2. Valencia NHS | |

3. School Heads of the recipient schools are directed to attend the above activity to received the materials and equipment from the PGCB. Traveling and other incidental expenses incurred relative to this activity shall be charged to MOOE/school funds subject to the usual accounting and auditing rules.

4. For your information and guidance.

LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
SDS - OIC

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28 APR 2016



**POLICY, GOVERNANCE & CAPACITY BUILDING (PGCB)
PROGRAMME FOR PHILIPPINE LEADERS AND EDUCATORS**

PGCB Secretariat, Ateneo Center for Educational Development, 3/F Faber Hall, Ateneo de Manila University, Katipunan Road, Loyola Heights, Quezon City
Telephone: 02-4265975 Trunkline: 02-4266001 local 4026 email: pgcbsecretariat@gmail.com

6 April 2016

Lelanie T. Cabrera, CESE
Superintendent
Dep Ed – Negros Oriental Division

CC: Ms. Eveilyn Marinio
Supply Office Head
Negros Oriental

CC: Dr. Carmelia Alcala
Division Supervisor
Negros Oriental

Turn-over of teaching equipment and materials to remaining partner schools in Dauin and Valencia

Dear Dr. Cabrera,

Greetings!

Thank you for sending key representatives from selected schools in your division to attend the **Turnover Ceremony of Teaching Equipment and Materials** held last August 2015 in the Ateneo de Manila University. We are very pleased to let you know that the **5 schools in your division** have been sending us documentation materials on their school's use of the materials and equipment given to them.

In the continuing commitment of the Policy, Governance and Capacity Building (PGCB) Programme to its partner divisions, we would like to hold a **Distribution and Turnover Activity for partner schools that have not yet received teaching equipment and materials in late April or early May of this year**. We are happy to inform you that schools in Dauin and Valencia listed in **Annex B** shall receive one or more of the following items, depending on the subject area allocations:

#	Equipment/materials	Particulars	Quantity	Will be given to	Should be used for
1	Lesson study guidelines and bulletin board	Tarpaulin dimensions are 3 feet x 4 feet	1	Selected ES and HS Lesson Study implementers	Lesson Study
2	Periodic Table of Elements	Tarpaulin dimensions are 3 feet x 4 feet	1	HS	Chemistry lessons
3	Demo protractor	Chalk board measurement instruments	2	HS	HS Math lessons
4	Demo compass		3	HS	HS Math lessons
5	Number equalizer balance	Plastic balance beam with pegs to understand basic operations	2	ES	ES Math lessons
6	Math flash cards	Sets of flash cards for practicing basic operations	1 set of 6	ES	ES Math lessons
7	Wooden geometric puzzle	Sets of manipulatives for understanding fractions	1 set of 3	ES	ES Math lessons
8	Linking base ten	Plastic place value blocks in containers	1	ES	ES Math lessons
9	Big books	Set of big books with the following titles: 1. Can Read Parts 1 and 2, 1 Love to Read Parts 1 and 2, The Carabao and the Snail, Awwis	1 set of 6	ES	ES English lessons



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As we have done in the past, we would like to organize this activity in partnership with your office. With this, we would like to seek your assistance and support in the following preparations:

1. **Assigning a focal person who can take charge of receiving the equipment and distributing the teaching materials to school representatives**

Since we will be shipping the boxes to your division office or district office, we will coordinate very closely with the assigned focal person from your division for: updates on the delivery of the items, accomplishment of receiving copies of the schools, documentation of distribution to the schools and other matters related to the activity.

We would be very grateful if your office could give us the names of the focal person on or before April 13, 2016

2. **Materials for the schools in Dauin and Valencia listed in Annex C shall be delivered to your division office or an agreed upon drop-off point**

We will be sending the materials as soon as we have sorted and packed all the items. Please expect a representative from our office to update you periodically on the estimated date of arrival of the boxes.

3. **Scheduling and holding a simple distribution activity for the schools in Dauin and Valencia listed in Annex B**

We would like to request your good office to please organize a simple distribution activity for the schools. We will exert our best effort to send an ACED representative and coordinate with the designated focal person.

4. **Documenting the distribution of items during the distribution activity**

We would like to propose two processes of documentation for the activity: 1) pictures of each school representative receiving the school's allocated items and 2) accomplishment of the receiving copy templates found in Annex B and Annex C

Annex B will provide for us the name, designation, and contact details of the recipient as well as the date he/she received the materials.

Annex C will assure us that all materials were received by the schools.

We would be very appreciative if we could receive the documentation materials on or before **May 7, 2016**.

We would like to request your office to please accomplish the attached reply letter (Annex A) and submit the form via fax (02-4265975 or 02-4265693) or email (jguevarra@ateneo.edu) on or before **April 18, 2016**.

If you have any questions, please do not hesitate to get in touch with Mr. Jolo Guevarra at at 02-4266001 local 4029 or at jguevarra@ateneo.edu

We thank you for your continued support and partnership!

Sincerely yours,

Carmela Oracion
DR. CARMELA C. ORACION

PGCB Programme Director

Ateneo Center for Educational Development Executive Director



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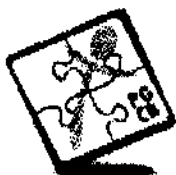
ANNEX B

LIST OF SCHOOLS TO BE GIVEN MATERIALS TO IN YOUR DIVISION

Kindly fax (02-4265975 or 02-4265693) or email (jiguevarra@ateneo.edu) the accomplished form on or before
May 7, 2016

ELEMENTARY SCHOOL

Name of school	Name and designation of material recipient	Contact details	Date materials were received
Balabag ES	Jacquiline E. Dagoy Principal	09262660079	
Balugo ES	Veronica A. Sarita Principal	09213017980	
Bong-ao ES	Juliet L. Amores Principal	09214161460	
Bongbong ES	Edward B. Tan Principal	09203538675	
Caidlocan ES	Josephine F. Marchan Principal	09208311825	
Dauin Central School	Dr. Charmaine B. Jainar Principal	09264090667	
Inas ES	Cirilo B. Atoy Principal	09059032146	
Mag-aso ES	Henry Tubog Principal	09219785567	
Malaunay ES	Ma. Marfelyn I. Pelexmino Principal	09363701908	
Pulangbato ES	Honorato S. Imbo Principal	09253636395	
Sagbang ES	Maxima P. Balaneag Principal	09104578601	
Valencia Central ES	Rosa Leah E. Dagoy Principal	09069521527	
Vicente I. Villa Memorial School	Hegenia O. Obarco Principal	09067730332	
Dungga PS	Agripina S. Jabanes Principal	09272110075	

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Malabo PS	Yolanda R-Quinit Principal	09392925868	
Nasuji PS	Haidee T. Villalon Principal	09184766484	

HIGH SCHOOL

Name of school	Name and designation of material recipient	Contact details	Date materials were received
Pulangbato National HS	Lorohama Labad Principal	09283499506	
Valencia NHS	Epifania Cuevas Principal	09172593553	
Dauin NHS	Joelou M. Aguirre Principal	09052218779	