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Republic of Education
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

16 Feb 2021

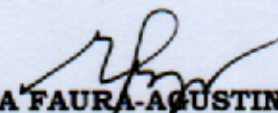
DIVISION MEMORANDUM

No. 051, s. 2021

TURN-OVER OF DONATIONS FROM GROLIER INTERNATIONAL INC.

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads

1. Aligned with **Republic Act No. 8525 or the Adopt-A-School Program Act**, the Division of Biñan City engaged **Grolier International Inc.** as one of its partners. As such, Grolier will donate books to all public elementary and secondary schools in our Division.
2. In connection, all schools are hereby requested to make the necessary arrangements to accommodate the partnership in the acceptance of the books to be donated.
3. All Adopt-A-School Program Coordinators should facilitate a simple turn-over ceremony. Proper documentation such as accomplishing the Deed of Donation and Acceptance, photo documentation and video documentation should be prepared accordingly.
4. Enclosed is the copy of the schedule of turn-over of donation for our common reference and sample turn-over ceremony program flow.
5. For queries, kindly contact **Leonora M. Oganía** – Senior Education Program Specialist, SGOD at email leonora.manahan@deped.gov.ph or cell phone number **09951315021**.
5. Immediate and widest dissemination of this Memorandum is desired.


EDNA FAURA-AGUSTIN
Schools Division Superintendent





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Enclosure 1

SCHEDULE OF TURN- OVER OF DONATIONS

#	DATE	LOCATION	TIME	# OF TEACHERS
1	Monday, 19 April 2021	DIVISION OFFICE BINAN	8AM	
2		BINAN CITY SHS (San Antonio Campus)	9AM	60
3		NEREO JOAQUIN NHS	11AM	46
4		BINAN NATIONAL HIGH SCHOOL	1PM	197
5		JACOBO Z. GONZALES MNHS	3PM	202
6	Tuesday, 20 April 2021	PAGKAKAISA ELEMENTARY SCHOOL	9AM	96
7		PEDRO H. ESCUETA ELEMENTARY SCHOOL	11AM	19
8		PLATERO ELEMENTARY SCHOOL	1PM	43
9		ZAPOTE ELEMENTARY SCHOOL	3PM	23
10	Wednesday, 21 April 2021	TUBIGAN ELEMENTARY SCHOOL	9AM	16
11		SAN VICENTE ELEMENTARY SCHOOL	11AM	70
12		DR. JOSE TAMAYO MES	1PM	29
13		BINAN ELEMENTARY SCHOOL	3PM	101
14	Thursday, 22 April 2021	DELA PAZ NATIONAL HIGH SCHOOL	9AM	47
15		DR. MARCELINO BATISTA MES	11AM	32
16		DELA PAZ MAIN ELEMENTARY SCHOOL	1PM	65
17		DELA PAZ WEST ELEMENTARY SCHOOL	3PM	46
18	Friday, 23 April 2021	SAN FRANCISCO ELEMENTARY SCHOOL	9AM	29
19		ST. FRANCIS NATIONAL HIGH SCHOOL	11AM	55
20		SORO - SORO ELEMENTARY SCHOOL	1PM	25



Address: P. Burgos St. Brgy. Sto. Domingo, Biñan City Laguna
 Website: depedbinancity.com.ph
 Email: deped.binancity@deped.gov.ph
 Telephone no: 511-4143/ 511-8620/ 511-4191/ 511-8746

21	Monday, 26 April 2021	CANLALAY ELEMENTARY SCHOOL	3PM	46
22		LOMA ELEMENTARY SCHOOL	9AM	24
23		MAMPLASAN ELEMENTARY SCHOOL	11AM	29
24		GANADO ELEMENTARY SCHOOL	1PM	21
25		BINAN CITY SHS (TIMBAO CAMPUS)	3PM	60
26	Tuesday, 27 April 2021	LANGKIWA ELEMENTARY SCHOOL	9AM	22
27		TIMBAO ELEMENTARY SCHOOL	11AM	30
28		OUR LADY OF LOURDES ELEM. SCHOOL	1PM	20
29		MAMPLASAN NATIONAL HIGH SCHOOL	3PM	33
30	Wednesday, 28 April 2021	STO. TOMAS ELEMENTARY SCHOOL	9AM	50
31		TOMAS TURALBA MES	11AM	20
32		BINAN SECONDARY SCHOOL OF APPLIED ACADEMIC	1PM	90
33		BINAN CITY SHS (STO. TOMAS CAMPUS)	3PM	18





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Enclosure 2

**TURN- OVER CEREMONY PROGRAM FLOW
SAMPLE**

1. Preliminaries
 - Opening Prayer
 - National Anthem
2. Message of Thanks
 - School Head / School's Representative
3. Message of Support
 - Partner's Representative
4. Details of Donations
 - Adopt- A- School Program Coordinator
5. Signing of the Deed of Donation and Deed of Acceptance
6. Photo Opportunity

Note: Since the donations are reading materials, it is suggested that the School Librarian and/ or Learning Resource Coordinator be present during the turn-over ceremony.

