



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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21 DECEMBER 2020

DIVISION MEMORANDUM  
No. 284, s. 2020

**TURN-OVER OF DONATIONS FROM GROLIER  
INTERNATIONAL INC.**

**TO: OIC-Assistant Schools Division Superintendent  
Chief, School Governance Operations Division  
Chief, Curriculum Implementation Division  
Heads, Public Elementary, Junior, and Senior High Schools  
All Others Concerned**

1. Aligned with Republic Act No. 8525 or the Adopt-A-School Program Act, the Division of Aklan 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 this connection, all districts are hereby requested to make the necessary arrangements to accommodate the partnership by receiving and utilizing the books to be donated.
3. All District Social Mobilization and Networking 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. Attached 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 **Mar Bien Parel, Senior Education Program Specialist, SGOD** at email [marbiengregory.parel@deped.gov.ph](mailto:marbiengregory.parel@deped.gov.ph) or landline number **265-37-43 local 104**.



Poblacion, Numancia, Aklan  
Tel/Fax No. (036) 265-3744  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



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6. Health and safety protocols are to be observed as articulated in the Inter-Agency Task Force (IATF) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with amendments as of June 03, 2020.
7. Relevant expenses incurred relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate and widest dissemination of this Memorandum is earnestly desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosures: none

Reference: RA 11032 of May 28, 2018

To be indicated in the Perpetual Index under the following subjects:

BOOKS  
CAMPAIGN

PROGRAM  
PROJECT



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**TURN-OVER OF DONATIONS FROM GROLIER INTERNATIONAL INC.**

DATE	TIME	SCHOOL	NO. OF TEACHERS
JAN. 7, 2021	AM	KALIBO PILOT ES	73
	PM	NEW BUSWANG ES	28
JAN. 8, 2021	AM	BANGA ES	44
	PM	NUMANCIA IS	39
JAN. 11, 2021	AM	ESTANCIA ES	18
	PM	ANDAGAW ES	28
JAN. 12, 2021	AM	REGIONAL SCIENCE HS FOR RVI	335
	PM	AKLAN NHS FOR ARTS AND TRADES	72
JAN. 13, 2021	AM	BALETE INTEGRATED SCHOOL	39
	PM	CALIZO ES CALIZO NHS	12 16
JAN. 14, 2021	AM	LEZO IS	26
	PM	MALINAO SCH. FOR PHIL. CRAFTSMEN MALINAO ES	39 29
JAN. 15, 2021	AM	MADALAG ES	20
	PM	MADALAG NHS	39
JAN. 18, 2021	AM	CAMANCI NORTE ES ARANAS ES	15 21
	PM	BULWANG ES	16
JAN. 19, 2021	AM	ALTAVAS NHS	58
	PM	ALTAVAS ES	33
JAN. 20, 2021	AM	MAKATO IS	32



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	PM	TANGALAN NHS TANGALAN ES	37 22
JAN. 21, 2021	AM	IBAJAY CS	40
	PM	IBAJAY NHS	37
JAN. 22, 2021	AM	LIBACAO NAT'L FORESTRY VHS	50
	PM	LIBACAO ES	32
JAN. 25, 2021	AM	NEW WASHINGTON NCHS NEW WASHINGTON ES	61 43
	PM	NALOOK ES NALOOK NHS	14 20
JAN. 26, 2021	AM	LINABUAN NORTE ES LINABUAN NHS	23 31
	PM	KISEC	38
JAN. 27, 2021	AM	BATAN ES LALAB ES	25 14
	PM	BATAN ACADEMY NS	27
JAN. 28, 2021	AM	NAISUD CS	18
	PM	HABANA INTEGRATED SCH.	17
JAN. 29, 2021	AM	LINAYASAN NHS	21
	PM	CAMALIGAN NHS	20
FEB. 1, 2021	AM	ATRSIS	30
	PM	BACAN NHS	29
FEB. 2, 2021	AM	GUADALUPE NHS	20
	PM	DR. RAMON B. LEGASPI SR. NHS	19
FEB. 3, 2021	AM	CAMANCI NORTE ES	
FEB. 4, 2021	AM	MANGAN ES	17
	PM	ONDOY ES	14
FEB. 5, 2021	AM	ALAMINOS NHS	15
FEB. 8, 2021	AM	NIS	55
FEB. 9, 2021	AM	NNSF	27
FEB. 10, 2021	AM	POLO ES	17
FEB. 11, 2021	AM	NAISUD CENTRAL SCH.	25



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FEB. 15, 2021	AM	NAILE NHS	29
FEB. 16, 2021	AM	IBAJAY CS	40
FEB. 17, 2021	AM	FATHER JULIAN C. ROGO MNHS	20
FEB. 18, 2021	AM	JOSE BORROMES LEGASPI MNHS	20
FEB. 19, 2021	AM	LOCTUGAN NHS	17
FEB. 23, 2021	AM	BURUNGAN VS	45
	PM	BURUNGAN NHS	11
		BURUNGAN ES	22
FEB. 24, 2020	AM	TOLEDO ES	15
	PM	TOLEDO NHS	45
FEB. 25, 2020	AM	MALAY NHS	45
	PM	CATICLAN ES	29
FEB. 26, 2020	AM	NABAS ES	29
	PM	NAGUSTAN ES	17
MAR. 1, 2020	AM	SOLIDO NHS	22
	PM	UNIDOS ES	19

Prepared by:

**MAR BIEN GREGORY G. PAREL, uap**  
Senior Education Program Specialist  
Social Mobilization and Networking Section



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**TURN-OVER OF DONATIONS FROM GROLIER  
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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.



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