



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division  
Superintendent

September 8, 2022

**DIVISION MEMORANDUM**  
No. 000324, s. 2022

**CONDUCT OF DIVISION ADOPT-A-SCHOOL PROGRAM (ASP) ACTIVITY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisor of Abra de Ilog  
SDO Section/ Unit Heads  
School Head of Sto. Tomas Elementary School  
All Others Concerned

1. The Schools Division of Occidental Mindoro will conduct an Adopt-A-School Program Activity and provision of Technical Assistance to Sto. Tomas Elementary School and Amatang Extension Class of Abra de Ilog District on September 20, 2022.
2. Division personnel (see attached) will be involved in the conduct of this activity and are expected to do their roles and responsibilities stated in the terms of reference.
3. Further, school head of the identified school must ready the learners for the distribution of school supplies and conduct of medical and dental activity.
4. Immediate dissemination of this Memorandum is earnestly desired.

**LYNN G. MENDOZA**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

SGOD-SMNS/SVJ



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📍 DepEd Tayo Occidental Mindoro/DepEd Occidental Mindoro

Enclosure 1: Conduct of Division Adopt-A-School Program

**List of SDO Personnel**

September 16, 2022

<b>Name</b>	<b>Designation</b>	<b>Terms of Reference</b>
Lynn G. Mendoza, EdD	OIC, Schools Division Superintendent	Over all chair on the ASP activity
Raquel P. Girao, PhD	CES, Curriculum Implementation Division	Provide TA on Curriculum and Instruction Matters
Aniceto N. Parojinog	CES, School Governance and Operations Division	Provide TA on DRRM and Child Protection Policy
Emmanuel B. Flores, PhD	Public Schools District Supervisor	Conduct Brigada Pagbasa Activity
Jovita D. Paquibot	Education Program Supervisor I	Conduct Brigada Pagbasa Activity
Merry Ann T. Ramirez	Accountant III	Provide TA on Financial Matters
Dennis Michael G. Abeleda, PhD	Administrative Officer V	Provide Technical services on Human Resource matters
Donald D. Tadeja	Administrative Officer II	
Ma. Lorena M. Rendon	Dentist	Provide Medical and Dental Services
Wyn Right Esperanza	Medical Officer III	
Marivic Zoleta	Nurse	
Amiel Zamonte	Dental Aide	
Simplicia V. Javate	SEPS, Social Mobilization and Networking Section	Leads on the distribution of school, health supplies and food packs
Eleanor C. Sumugat	EPS II, Social Mobilization and Networking Section	