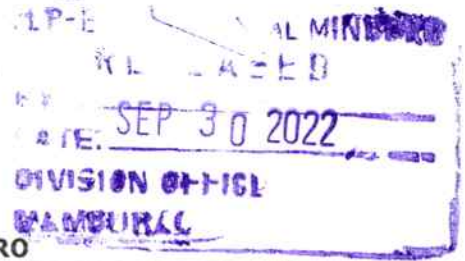




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division
Superintendent

September 29, 2022

DIVISION MEMORANDUM
No. 000360, 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 Udalo Elementary School
All Others Concerned

1. The Schools Division of Occidental Mindoro will conduct Adopt-A-School Program Activity and provision of Technical Assistance to Udalo ES-Sigman Extension Class of Abra de Ilog District on September 30, 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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Enclosure 1: Conduct of Division Adopt-A-School Program

List of SDO Personnel
September 30, 2022

Name	Designation	Terms of Reference
Lynn G. Mendoza, EdD	OIC, Schools Division Superintendent	Over all chair on the ASP activity
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
Ma. Lorena M. Rendon	Dentist	Provide Medical and Dental Services
Portia Eslava	Nurse	
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	
Samy Jordan	Administrative Aid IV	Driver