



Republic of the Philippines
Department of Education
Region VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

Division **MEMORANDUM**
No. 022, s. 2022

JAN 17 2022

**LAUNCHING AND TURNING OVER CEREMONY
OF PROJECT LAPIS KAG PAPEL YEAR 4**

TO: OIC-Asst. Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors of SGOD & CID
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
Adopt-a-School Coordinators
All Others Concerned

1. This is to inform the field that the Launching and Turning-over Ceremony of the **Project LAPIS KAG PAPEL YEAR 4** is scheduled on Tuesday, January 18, 2022, 9:00 in the morning at Colonia Divina Integrated School.
2. This is a joint project of the **City Government of Sagay** through the effort and leadership of our City Mayor, Hon. Alfredo D. Maraño III in partnership with DepEd Sagay which aims to reach and help our parents' preparation for the opening of classes most especially in this challenging times. Further this heightens concern and support to the value of education through distribution of hygiene kits, notebooks, pencils, and other school supplies for our Sagaynon learners.
3. Relative to this, all school heads and adopt-a-school coordinators are instructed to attend a virtual meeting on Monday, January 17, 2022, 2:00 PM via Zoom App which virtual link will be sent via messenger.
4. Attendees of the turning-over ceremony in each school are school heads, teachers, and parents only.
5. Attached in the annexes are schedule of the first batch of distribution in schools and program flow of the launching and turning Over Ceremony.
6. Expenses to be incurred in this activity shall be charged to School MOOE (for teachers' travel and incidental expenses) subject to the usual accounting and auditing rules and regulations.
7. Stringent compliance to mandatory health protocols at the venue is required from all participants such as wearing of masks and face shield, one-meter social distancing inside the room, availability of sanitizers at the door




Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
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area, temperature checking upon entry of the participants. Materials and equipment for this purpose shall be provided by the host district/school.

8. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
9. Immediate dissemination and compliance of this memorandum is desired.


ARLENE G. BERMEJO, CESO VI
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

Project Lapis kag Papel

Partnership

SGOD/JbAlconga/Social Mobilization
January 14, 2022



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Annex 1

SCHEDULE OF FIRST BATCH OF DISTRIBUTION IN SCHOOLS

Schedule of Distribution for Project Lapis kag Papel Year 4		
January 18, 2022 (Tuesday)		
Time Allocated	Activity	School
8:00-12:00	Launching, Turning-Over ceremony and Opening Program	Colonia Divina IS
12:00-12:30	Travel Time to next school	
1:00-2:00	Distribution of School Supplies	Campo Santiago Elem. School
2:00-2:30	Travel Time to next school	
2:30-3:30	Distribution of School Supplies	Patricio Baviera National High School
3:30-4:00	Travel Time to next school	
4:00-5:00	Distribution of School Supplies	Baviera ES
January 19, 2022 (Wednesday)		
8:00-12:00	Distribution of School Supplies	B Mahilum ES
1:00- 2:30	Distribution of School Supplies	PR Katalbas 1 ES
2:30-3:00	Travel Time to next school	
3:00-4:30	Distribution of School Supplies	BV Rodriguez ES
January 20, 2022 (Thursday)		
8:00-12:00	Distribution of School Supplies	Suyac ES
1:00- 4:30	Distribution of School Supplies	Old Sagay ES
January 21, 2022 (Friday)		
8:00-12:00	Distribution of School Supplies	Pacol ES
1:00- 4:30	Distribution of School Supplies	Laon ES
January 24, 2022 (MONDAY)		
8:00-10:00	Distribution of School Supplies	Raynor D. Mesa ES
10:00-10:30	Travel Time to next school	
10:30-12:30	Distribution of School Supplies	Sir Arthur Cooper ES
12:30-1:00	Travel Time to next school	
1:00-2:30	Distribution of School Supplies	Cesar Gamboa ES
2:30- 4:00	Distribution of School Supplies	EcoZone Farm School
January 25, 2022 (TUESDAY)		
8:00-9:00	Distribution of School Supplies	Briones-Salcedo Elem. School
9:00-9:30	Travel Time to next school	
9:30-10:30	Distribution of School Supplies	Bato Central Elem. School
10:30-11:00	Travel Time to next school	
11:00-12:00	Distribution of School Supplies	Bato National High School-Main
12:30-1:00	Travel Time to next school	



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1:00- 2:30	Distribution of School Suppllies	Lopez Jaena ES
2:30-3:00	Travel Time to next school	
3:00-4:30	Distribution of School Suppllies	Gloria Poblador NHS
January 26, 2022 (WEDNESDAY)		
8:00- 12:00	Distribution of School Suppllies	Uychiat ES
1:00-5:00	Distribution of School Suppllies	Valeriana ES
January 27, 2022 (THURSDAY)		
8:00-10:00	Distribution of School Suppllies	Ma. Lopez ES
10:00-10:30	Travel Time to next school	
10:30-12:00	Distribution of School Suppllies	Jose B. Puey Sr ES
12:30- 1:00	Travel Time to next school	
1:00-2:30	Distribution of School Suppllies	Onofre Dela Paz ES
2:30-3:00	Travel Time to next school	
3:00- 4:30	Distribution of School Suppllies	PR Katalbas 2 ES
January 28, 2022 (FRIDAY)		
8:00-10:30	Distribution of School Suppllies	Molocaboc IS
10:30-12:00	Distribution of School Suppllies	Molocaboc 2
1:00- 2:30	Distribution of School Suppllies	Matabas E/S
2:30-4:30	Travel Back to Office	



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Annex B. Program Flow

**LAUNCHING AND TURNING OVER CEREMONY
OF PROJECT LAPIS KAG PAPEL YEAR 4**

9:00 AM at Colonia Divina IS

✚ Preliminaries:

- National Anthem
- Prayer
- Sagay Hymn
- Welcome

✓ Arlene G. Bermejo, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

• Messages

✓ Hon. Narciso L. Javelosa
City Vice Mayor

✓ Hon. Leo Rafael M. Cueva
Representative of the Second District
Negros Occidental

• Statement of Purpose

✓ Hon. Alfredo D. Marañon III
City Mayor

• Speech of Acceptance

- ✓ Teacher Representative
- ✓ Parent Teacher Association Representative
- ✓ Supreme Student Government Representative

• Ceremonial Signing of DOD

• Words of Gratitude

✓ Ruby Therese P. Almencion, PhD
Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division
Superintendent

• Unity Song

• Official Turn-Over and Launching of Project Lapis kag Papel Year 4

Host: Caroline Chin and Jessa Mae Guanzon
CDIS Teachers



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