



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

March 22, 2018

DIVISION MEMORANDUM

No. 193, s. 2018

**TURN-OVER OF DONATED SLIPPERS FROM THE LATTER DAY SAINTS (LDS)
CHARITIES TO SELECTED RECEPIENT SCHOOLS**

To : All Division Chiefs
Public Schools District Supervisors/Districts-In-Charge
Public Elementary School Heads
All Others Concerned

1. The Latter Day Saints (LDS) Charities has donated over 2,000 slippers to the Division of Negros Oriental to be distributed to selected schools.
2. The recipient schools area as follows:


Canlukduhan Elementary School, Ayungon 1
Matambok Elementary School, Manjuyod 1
Brgy Site Pantao Elementary School, Mabinay 1
Barang Barang Elementary School, Mabinay 1
Bulwang Elementary School, Mabinay 2
Alagasihan Elementary School, Mabinay 2
Basakan Elementary School, Mabinay 4
Jose Remollo Elementary School, San Jose
Panusuan Elementary School, Amlan
Kaladias Elementary School, Zamboanguita
Malaunay Elementary School, Valencia
Hagikhik Elementary School, Siaton 3
Hingles Elementary School, Santa Catalina 1
San Miguel Elementary School, Sta. Catalina 4
3. Turn-over ceremony must be simple and must be held in the District Office. Participants in the turn-over ceremony are the LDS elders/representative, District Supervisor, Division ASP Coordinator, District ASP Supervisor, and School Head and Teachers of recipient schools.

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4. Anent this, the District Adopt-A-School Program (ASP) Coordinators are requested to coordinate with the local LDS Church to be present during the turn-over ceremony. Municipalities which do not have an LDS Church may coordinate with the LDS elders in the nearest municipality.
5. Schools from different districts but within the same municipalities are requested to coordinate with each other to hold a joint ceremony in one district. Please be guided by the following schedule:

April 17, 2018	8:00 AM	Mabinay
	11:00 AM	Ayungon
	1:00 PM	Manjuyod
	3:00 PM	Amlan
	4:00 PM	San Jose
April 18, 2018	8:00 AM	Valencia
	9:30 AM	Zamboanguita
	1:00 PM	Sta. Catalina
	3:00 PM	Siaton

6. Further, District ASP Coordinators and School Heads of the recipient schools are requested to come to the Division Office on March 27, 2018 at 10:00 AM for the sorting of slippers. Please bring oversized plastic bags and/or boxes.
7. Travelling and other incidental expenses from station to division office and vice versa are chargeable against School MOOE/local funds or any available source of funds subject to the usual accounting and auditing rules and regulations.
8. **This serves as TRAVEL ORDER.**
9. For information, guidance, and compliance.


SALUSTIANO T. JIMENEZ, CESO VI
 Schools Division Superintendent
 OIC-Assistant Regional Director

Instructions for Distribution of school slippers to DepEd:

LDS Charities is donating 40,000 pairs of school slippers to the poor and needy students of Philippines over the next few months. We are asking for your assistance in the distribution plan.

We will use DepEd employees, volunteers and parents.

LDS Charities will be asking for assistance from full and part-time missionaries, Public Affairs and Facility Management staff, local church leaders and Mormon Helping Hands... We need as many to help as possible! We will send out additional information as it becomes available for locations, dates and times. I have attached a regional list to our PA workers for their areas.

The slippers have all been manufactured and have been shipped via the Military or Fast Cargo Logistics to the regions or divisions of DepEd.. They come in bundle bags of 6 to 8 dozen. Four sizes of slippers are available with approximately 25% SMALL, 25% LARGE and 50% MEDIUM and need to be distributed in that same approximate percentage as stated in the attached school request. A closer percentage is listed on your attached sheet. There is also an envelope taped to the shipment lead bag with instructions.

They will be sorted here in the Area Office by number for each School Division and labeled for shipment. Some will be picked up at the Area Office in Quezon City, and some will be shipped via truck to the Regional Office of each region or directly to the division. The region will then distribute them to each Division. The Division will then re-package, by number of slippers to each school, and then arrange for the final distribution to students at each recipient school.

Recipient schools, together with church member's help, will hand out each pair of slippers to the students, starting with the largest 25% size 10 and smallest 25% size 7 1/2, and then work toward the middle 50% sizes 8 and 8 1/2. We also suggest having the student print their initials on the top/back of the slippers for identification.

Please communicate with DepEd personnel, LDS Charities and local church members for the most efficient distribution.

Thanks in advance for your service.

Elder and Sister Stroud

dstroud1700@ldschurch.org

0998 592 6326