



Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION ADVISORY**  
**CID - 2025 - 0007**  
 February 5, 2025

**ST. MARY'S COLLEGE OF TAGUM COLLEGE CONDUCT OF CAREER GUIDANCE PROGRAM AND SCHOOL CAMPAIGN FOR SENIOR HIGH SCHOOL STUDENTS**

This Advisory is issued for the information of the Assistant Schools Division Superintendent, Chiefs of the School Governance & Operations Division and Curriculum Implementation Division, and Public and Private Secondary School Administrators.

Attached is the communication letter from **Dr. Klein Mamayabay**, the Director of Admission, Marketing, and Promotions of St. Mary's College of Tagum, Inc., requesting on the intent to conduct a **Career Guidance Program and School Campaign** for Grade 12 senior high school learners of Panabo City Division.

This Office interposes no objection on the aforementioned activity provided that proper coordination to the School Heads must be observed and that the participation of DepEd personnel to the said activity shall be on voluntary basis, provided, that personnel must adhere to the policy on DO 9, s. 2005 *Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith* and no government funds be used in the abovementioned activity.

For your information and dissemination.

**JINKY B. FIRMAN, PhD, CESO VI**  
 Schools Division Superintendent

RELEASED

FEB 07 2025

RECORDS SECTION SDO PANABO CITY

BY

CID/je/edo



Schools Division Office of Panabo City  
 City Hall Compound, Km 31, Panabo City  
 Telephone No: (084) 823-1469  
 Email: panabocity.division@depd.gov.ph

DepEd Panabo:  
**Empowering Champions in Education**  
 through Journeying, Blending and Fostering commitment in  
 providing quality education, MATATAG for all.

CHAMPION  
 Panabo ONE



## ST. MARY'S COLLEGE OF TAGUM, INC.

### ADMISSIONS, MARKETING, AND PROMOTIONS

National Highway, Magugpo East, Tagum City, 8100 Davao del Norte, Philippines

Tel. No.: (084) 216 - 6205; Telefax: (084) 655 - 9027 Email Address: oisac@smctagum.edu.ph

**Quality Transformative Ignacian Marian Education (QTIME)**

**Faith • Excellence • Service**

**DR. JINKY B. FIRMAN**

Schools Division Superintendent  
Panabo City Division

Dear Dr. Firman:

*Praised be Jesus and Mary!*

On behalf of our institution, I am writing to respectfully request permission to conduct a Career Guidance Program and School Campaign in selected schools under your Division, tentatively scheduled between February and April 2025. This initiative is part of our commitment to support students in making informed choices about their academic and career paths, equipping them with essential knowledge to achieve their aspirations.

Our programs are thoughtfully designed to align with the educational objectives of the Department of Education and complement the existing school curriculum. It seeks to provide students with meaningful insights that will empower them as they navigate critical decisions regarding their future.

We would like to assure you that this program will be planned and coordinated in close consultation with the school administrators to ensure smooth implementation. All efforts will be made to adhere to the school's preferences and schedules to avoid disrupting classes or regular school activities.

We deeply value the opportunity to collaborate with your Division in creating a positive impact on students' lives through this initiative. Should you require further details or have specific requirements, please do not hesitate to reach out to me at 0906-224-7597 or via email at oisac@smctagum.edu.ph.

Thank you for considering our request. We look forward to your favorable response and to working together in this meaningful endeavor.

Respectfully yours,

**KLEIN MAMAYABAY, LPT, PhD**

Admissions, Marketing, and Promotions Director

Noted by:

**NEIL RYAN B. ADO, LPT, PhD**

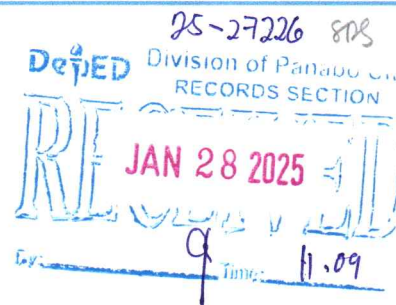
Vice President for Academic Affairs

**S. MARIA MARILOU B. MADRONERO, RVM**  
School President

Approved by:

**DR. JINKY B. FIRMAN**

Schools Division Superintendent  
Panabo City Division



PAASCU Accredited  
Accredited Level II: AB, Education & Business Administration Programs  
Accredited Level III: Basic Education Department



Bureau of Immigration Accredited  
Authority to Accept Foreign Students  
AAFS No. SBM-2014-060

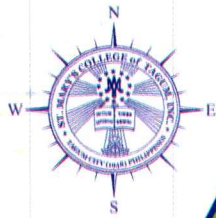


Department of Education  
School ID Number  
405383



## SMCTI CAMPUS MAP

Maguppo East, National Highway, Tagum City

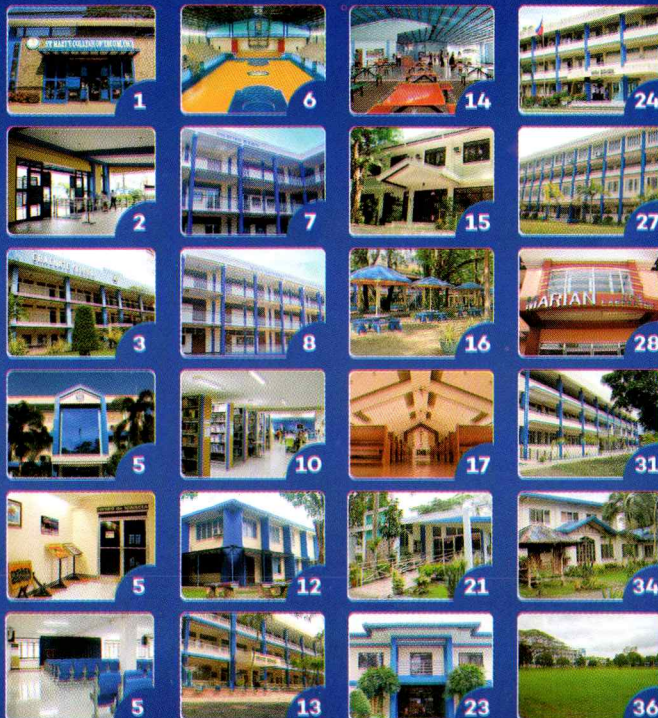


- 1** Main Gate  
**2** Guard House/Waiting Area  
**3** Graduate School/College of Law Bldg.  
**4** Open Volleyball Court  
**5** Admin Building  
**6** Mother Ignacia Gymnasium  
**7** Assumption Building  
 1st Floor: RM 101 — Admission Office  
 — DPO/SDO  
 RM 102 — TESTA Office  
 — Psychology Laboratory  
 2nd Floor: RM 201-202 — BSCS Computer Lab.  
 3rd Floor: RM 301-302  
**8** Queen of Peace Building  
 1st Floor: RM 103 — IREL Office/Student Affairs and Services  
 RM 103-104 — Speech Laboratory  
 RM 105 — College Computer Laboratory  
 RM 106 — Engineering Computer Laboratory  
 2nd Floor: RM 203-207 (Classrooms)  
 3rd Floor: RM 303-307 (Classrooms)

- 9** Annunciation Building  
 1st Floor: RM 108-109 — College Faculty Room  
 RM 110-111 — TEP Head Office  
 2nd Floor: RM 208-211 (Classrooms)  
 3rd Floor: Library (Westwing)  
**10** Perpetual Help Building  
 1st Floor: RM 112 — Proposed Nursing Faculty  
 RM 112-113 — Audio Visual Room (AVR)  
 RM 114 — REC Office  
 RM 115 — Research and Publication Center  
 RM 116 — Computer Assisted Learning Lab.  
 2nd Floor: RM 212-216 (Classrooms)  
 3rd Floor: Library (Eastwing)  
**11** BRG Building  
**12** Criminology Building

- 13** Grade School Building  
**14** School Canteen/Fastfood  
**15** Sisters' Convent  
**16** Student Lounge  
**17** School Chapel  
**18** SCEB Office  
**19** Office of the Christian Formation  
**20** Campus Ministry  
**21** School Clinic  
**22** Grade School Playground  
**23** - Testing and Wellness Center  
 - Quality Assurance Center  
**24** High School Building  
**25** Physical Education Center  
**26** Holy Rosary Building  
 1st Floor: RM 117 — Laboratory Apparatus Room  
 RM 118 — Hydraulics Laboratory  
 RM 119 — Soil Mechanics Laboratory  
 RM 119 — Construction Materials & Testing Lab.  
 2nd Floor: RM 217 — Anatomy Laboratory  
 RM 218-219 — Learning Resource Center  
 3rd Floor: RM 317 — NLR1/Lecture Room 1  
 RM 318 — NLR2/Lecture Room 2  
 RM 319 — NLR3/Lecture Room 3  
**27** Immaculate Conception Building  
 1st Floor: RM 120 — Biology Laboratory  
 RM 121 — Classroom (BSCE)  
 RM 122 — ID Production  
 RM 123 — BSCE Faculty  
 RM 124 — Room (Empty)  
 RM 125 — Drafting Room  
 2nd Floor: RM 220-225 (Classrooms)  
 3rd Floor: RM 320 — Microbiology Laboratory  
 RM 321-323 — Chemical Laboratory  
 RM 323 — Central Supply  
 RM 324-325 — Physics Laboratory  
 4th Floor: RM 401-403 — Nursing Skill Laboratory  
**28** Marian Hotel  
**29** Eco Park  
**30** Bahay Kubo  
**31** Senior High School Building  
**32** MRF  
**33** Carpentry Shop  
**34** Dormitory Building  
**35** Covered Court  
**36** Open Field  
**37** Softball Field  
**38** Storage  
**39** Yaya's Shed

## SCHOOL FACILITIES



## VISION STATEMENT

We at St. Mary's College of Tagum, Inc. (SMCTI) are witnesses to the loving compassion of Jesus, the Teacher. True to our Ignacian Marian identity, we open new horizons with hope grounded in solidarity and continually journey with our learning communities towards inner and social transformation for the common good.

## MISSION STATEMENT

We commit ourselves to:

- grow deeper in discernment and interior freedom and be prophetic witnesses of faith, hope, and love in today's world;
- continuously form Ignacian Marian learners who witness to faith, excellence and service in varied socio-cultural settings;
- contribute towards the total development of the human person, through a Catholic orientation in accordance with the norms of the Church;
- constantly pursue innovative programs, approaches, educational and technological strategies to develop global citizens;
- build up resources and capabilities and create new paradigms to address social harmony towards a dignified life; and
- expand our educational thrust for the poor.

## ENROLL NOW!

### CONTACT DETAILS

- [smctagum.edu.ph](http://smctagum.edu.ph) [smctiadmission@smctagum.edu.ph](mailto:smctiadmission@smctagum.edu.ph)  
 (084) 655-9027 National Highway, Tagum City,  
 (0966) 243 1506 8100, Davao del Norte



## ST. MARY'S COLLEGE OF TAGUM, INC.

Maguppo East, National Highway, Tagum City, Davao del Norte



**75** years of providing  
 QUALITY TRANSFORMATIVE IGNACIAN MARIAN EDUCATION



## ADMISSION REQUIREMENTS

### TERTIARY EDUCATION PROGRAMS

#### INCOMING FIRST YEAR:

- Form 138 (Report Card)
- Certificate of Good Moral Character
- One (1) photocopy of PSA Birth Certificate
- One (1) photocopy of PSA Marriage Certificate (if married)
- Barangay Clearance (for male)
- Four (4) pcs. of 1x1 ID Picture
- Placement Examination result (for BSN, BSA, and BSCE)

#### TRANSFEREES:

- Certificate of Transfer Credential
- Informative copy of Transcript of Records
- Certificate of Good Moral Character
- One (1) photocopy of PSA Birth Certificate
- One (1) photocopy of PSA Marriage Certificate (if married)
- Barangay Clearance (for male)
- Four (4) pcs. of 1x1 ID Picture
- Placement Examination result (for BSN, BSA, and BSCE)

#### GRADUATE EDUCATION & JURIS DOCTOR PROGRAMS:

- Certificate of Transfer Credential
- Informative copy of Transcript of Records
- Certificate of Good Moral Character
- One (1) photocopy of PSA Birth Certificate
- One (1) photocopy of PSA Marriage Certificate (if married)
- Barangay Clearance (for male)
- Four (4) pcs. of 1x1 ID Picture
- Placement Examination result (for GEP only)

### BASIC EDUCATION PROGRAM

#### KINDERGARTEN:

- At least 5 years old by August 31 of the current school year
- Authenticated Birth Certificate from PSA
- One (1) pc. of 1x1 recent ID Picture
- One (1) pc. long brown envelope

#### ELEMENTARY (GRADES 1-6):

- SF 9/Learner's Report Card
- Certificate of Good Moral Character
- Kindergarten Certificate of Completion
- Authenticated Birth Certificate from PSA
- Baptismal Certificate for Catholics
- One (1) pc. of 1x1 ID Picture
- One (1) pc. long brown envelope (for new students only)

#### EDUCATIONAL SERVICE CONTRACTING (ESC)

##### GRADE 7 REQUIREMENTS:

- Two (2) pcs. of 2x2 recent ID Picture
- One (1) photocopy of PSA Birth Certificate
- SF 9/ Grade 6 Report Card (photocopy)
- Latest Income Tax Return of the previous year or Certification of Unemployment of Parents/Legal Guardian

#### ADDITIONAL DOCUMENT FOR FOREIGN AND ABROAD STUDENTS:

- Two (2) pcs. of 2x2 ID Picture
- Copy of Passport/ Visa/ I Card
- Copy of Letter of Acquisition (for Dual Citizenship)
- Apostille of School credentials (Report Card/ F138/ SF9)
- Permanent Record/ SF137/ SF10 and Certification

#### GRADE 11:

- SF 9/Learner's Report Card
- Certificate of Good Moral Character
- Certificate of Junior High School Completion/Diploma (photocopy)
- Original and Photocopy PSA Birth Certificate
- Two (2) pcs. of 2x2 recent ID Picture
- ESC Certification or QVR Certificate (Learners from Private Schools only)
- One (1) pc. long brown envelope (for new students only)

## BASIC EDUCATION DEPARTMENT

### KINDERGARTEN GRADE SCHOOL PROGRAM

Grades 1 - 6

### JUNIOR HIGH SCHOOL PROGRAM

Grades 7 - 10

### SENIOR HIGH SCHOOL PROGRAM

Grades 11 - 12

#### ACADEMIC TRACKS OFFERED:

- Accountancy, Business, and Management (ABM)
- Humanities and Social Sciences (HUMSS)
- Science, Technology, Engineering, and Mathematics (STEM)

#### TECHNICAL & VOCATIONAL TRACKS OFFERED:

- Home Economics (TVL-HE)
- Information and Communication Technology (TVL-ICT)

### RVM-TECHNICAL TRAINING PROGRAMS

Automotive Servicing NCII  
Monitoring/Small Engine Servicing NCII  
Organic Agriculture NCII  
Food and Beverage NCII  
HRS - Housekeeping NCII  
Dressmaking NCII  
Bread and Pastry Production NCII  
Massage Therapy NCII  
Cosmetology/Beauty Care NCII  
Wellness Massage NCII



## TERTIARY EDUCATION PROGRAMS

### UNDERGRADUATE PROGRAMS

Bachelor of Arts in Psychology  
Bachelor of Elementary Education  
Bachelor of Secondary Education  
Bachelor of Science in Accountancy  
Bachelor of Science in Business Administration  
Bachelor of Science in Computer Science  
Bachelor of Science in Civil Engineering  
Bachelor of Science in Criminology  
Bachelor of Science in Hospitality Management  
Bachelor of Science in Nursing  
Bachelor of Science in Tourism Management

### GRADUATE EDUCATION PROGRAMS

Master of Arts in Elementary Education  
Master of Arts in Education with specialization on:

- Educational Management
- Filipino
- Physical Education
- Guidance and Counseling
- English
- Mathematics
- Teaching Science

### JURIS DOCTOR PROGRAM

(formerly Bachelor of Laws)



ACCREDITED AND MEMBER OF:

