



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-0566

To : Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division (CID)
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads

Subject : **CONDUCT OF REVIEW AND VALIDATION OF THE ADM ONE-STOP-SHOP COFFEE TABLE HANDBOOK**

Date : September 15, 2025

Attached is the Regional Memorandum No. CLMD-2025-516 re: Conduct of Review and Validation of the ADM One-Stop-Shop Coffee Table Handbook on September 17-19, 2025 at the Heavenbount Ecofarm, Bandera, IGACOS.

Participants in the activity are the following:

| Name | Position | Station |
|----------------------|-------------------|---------|
| 1. Theresa Bauman | HT – II/ADM Focal | PCNHS |
| 2. Maria Fe Balatero | HT-III | PCNHS |

The participants are advised to bring ADM references, laptop, and an extension cord. They shall proceed to Emilia Oasis of Faith in Tambo, Babak where a service vehicle will transport the group to the venue at 4:00 PM on September 17, 2025 (Day 0).

The first meal is dinner on Day 0 and the last meal is afternoon snacks on Day 2, September 19, 2025.

Travel and other incidental expenses shall be charged against ADM downloaded funds/MOOE/local funds.

For your information and guidance.


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

Attached: As stated.
 CID/je/ybm

RELEASED



Address: City Hall Compound, Km 31, JP Laurel,
 Panabo City, Davao del Norte
 Telephone No: (084) 823-1469, (084) 628-4066
 Email: panabocity.division@deped.gov.ph
 Website: www.depedpanabocity.com

SEP 16 2025

RECORDS SECTION - SDO PANABO CITY

By 

OKPS



Republic of the Philippines
Department of Education
DAVAO REGION

20693

September 8, 2025

REGIONAL MEMORANDUM
CLMD-2025-516

CONDUCT OF REVIEW AND VALIDATION OF THE ADM ONE-STOP-
SHOP COFFEE TABLE HANDBOOK

To: Schools Division Superintendents

1. In support of the commitment to providing accessible and quality education of the Department of Education, including those who are disadvantaged and at risk of dropping out, the Department of Education Regional Office XI through the Curriculum and Learning Management Division (CLMD) will conduct the Review and Validation of the ADM One-Stop-Shop Coffee Table Handbook, on September 17-19, 2025, at the Heavenbount Ecofarm, Bandera, IGaCoS.
2. The activity aims to review and validate the draft of the ADM One-Stop-Shop Coffee Table Handbook that consolidates essential information about ADM—modalities, policies, and implementation guidelines into one visually engaging and easy-to-navigate document.
3. The participants are advised to bring ADM references, laptop, and an extension cord; and to proceed to Emilia Oasis of Faith in Tambo, Babak, where a service vehicle will transport the group to the venue at 4:00 PM on Day 0. The list of participants and other important details of this Memorandum are in the enclosures.
4. The first meal is dinner on Day 0, September 17, 2025, and the last meal is afternoon snacks on Day 2, September 19, 2025.
5. Travel and other incidental expenses shall be charged against ADM downloaded funds/ MOOE/ Local funds, under Executive Order No. 77, s. 2019; DepEd Order No. 43, s. 2022, and other government accounting and auditing rules and regulations.
6. Should there be any clarification about this Memorandum, you may contact Ma. Cielo D. Estrada, Regional ADM Focal Person at macielo.estrada@deped.gov.ph.
7. Immediate dissemination of this Memorandum to the concerned is desired.

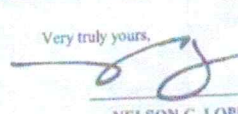
DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
ALLAN G. FARNAZO
Director IV
Sept. 12, 2025
20693

RO05/MCDE



Republic of the Philippines
Department of Education
Region XI
Schools Division of the Island Garden City of Samal

PURCHASE ORDER

| Supplier : THE GOOD TREASURES, INC. | | P.O. No. : 2025-09-012 | | | |
|-----------------------------------------------------------------------------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------|----------|------------|------------|
| Address : | | Date: September 9, 2025 | | | |
| TIN : | | Mode of Procurement : Negotiated Small Value Procurement | | | |
| Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein: | | | | | |
| Place of Delivery : IGaCoS | | Delivery Term : FOB Destination | | | |
| Date of Delivery : October 15-17, 2025 | | Payment Term : after delivery | | | |
| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
| 1 | pax | Activity: Review and Validation of the ADM One-Stop Shop Coffee Table Handbook (Oct.15-17, 2025) | 25 | 2,000.00 | 100,000.00 |
| | | Full board meal and accommodation with function hall 25 pax x P2,000.00 x 2days= P100,000.00 | | | |
| | | Breakfast: rice, paksiw buriis, boiled egg, tortang talong, adobong batong | | | |
| | | AM Snack: fresh lumpia (vegetable), fresh fruit buko juice | | | |
| | | Lunch: rice, soup, tinolang manok, chicken afritada, law-oy, pinoy salad, cucumber pineapple salad | | | |
| | | PM Snack: binignit, fresh buko juice | | | |
| | | Dinner: rice, native chicken soup, grilled fish, bhoon seafood | | | |
| | | Inclusion: | | | |
| | | 1. Provision of airconditioned function hall, LCD projector, wide screen projector and backdrop tarpaulin in the plenary hall. | | | |
| | | 2. Provision of a good sound system with at least 3 microphones preferably wireless & extension wires. | | | |
| | | 3. With strong internet connection up to 50 MBPS shared internet. | | | |
| | | 4. Fluorescent lights (LED) in the function rooms, free use of function rooms 7:00am to 6:00pm | | | |
| | | 5. Room accommodation with bottled water and toiletries. | | | - |
| | | 6. With wide parking space and ensuring safety of the vehicles while on parked. | | | - |
| | | 7. Offers free-flowing coffee, choco or tea during the sessions. | | | - |
| | | 8. With functional hot and cold-water dispensers in . | | | - |
| | | 9. Complimentary potable drinking water. | | | - |
| | | 10. Environment-friendly hotel | | | - |
| | | 11. Venue is within IGACOS. | | | - |
| | | 12. Enough open space for wellness activities to breathe in fresh air and feel the safety early morning sunlight | | | - |
| PURPOSE: | | Procurement of Full Board Accommodation of the Revision and Finalization of the Validation of ADM One-Stop-Shop Coffee Table | | | |
| | | One Hundred Thousand Pesos Only | | 100,000.00 | |
| Conforme: | | Very truly yours, | | | |
| Signature over Printed Name of Supplier | |  | | | |
| Date | | NELSON C. LOPEZ, CESO V Schools Division Superintendent | | | |
| Fund Cluster : | | ORS/BURS No. : | | | |
| Funds Available : | | Date of the ORS/BURS: | | | |
| LORELIE M. VELLEGAS, CPA Accountant III | | Amount : | | | |