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

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**DIVISION MEMORANDUM****CID – 2025 – 0809**

To : Chief of Curriculum Implementation Division (CID)  
Public School District Supervisors  
School Heads of Public Elementary & Secondary Schools  
Private School Administrators  
All concerned

Subject : **NORTH DAVAO COLLEGES, INC CONDUCT OF CAREER  
GUIDANCE PROGRAM AND SCHOOL MARKETING PROGRAM  
FOR ELEMENTARY SCHOOLS**

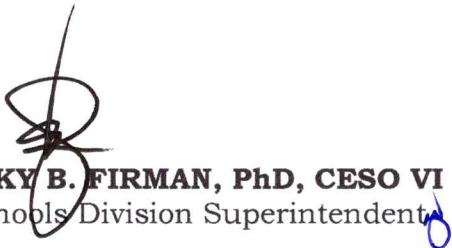
Date : November 25, 2025

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Attached are the letter of communication from the Guidance Advocate of North Davao College, Ms. Jan Eve A. Caparoso dated November 4, 2025 relative to the conduct of Career Guidance and School Marketing Program from January to March 2026. Other details of this memorandum are in the enclosures, which are self-explanatory.

This Office interposes no objection on the aforementioned activity provided that there is full coordination with the school authorities and the participation of DepEd personnel and learners 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**

**NOV 26 2025**

RECORDS SECTION SDO PANABO CITY  
BY 



# NORTH DAVAO COLLEGES, INC.

*"Nurtures Distinctive Character"*

Quirino St., Panabo City  
ZIP Code: 8105  
Contact number: +639127197897  
email: ndc\_panabo@yahoo.com

11/25/2025

November 4, 2025

**DR. JINKY B. FIRMAN, PhD, CESO VI**

Schools Division Superintendent  
Department of Education  
Division of Panabo City  
Panabo City

DepED Division of Panabo City  
RECORDS SECTION

RECEIVED  
10 NOV 2025  
11/25/2025

Dear Dr. Firman:

Warm greetings from **North Davao Colleges, Inc. (NDCI)**!

In line with our institution's continuous efforts to assist students in their career planning and to promote educational opportunities, we respectfully request approval from your good office to conduct a **Career Guidance and School Marketing Program** in various **public elementary schools** under the Division of Panabo City.

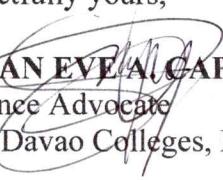
The said activity is proposed to be conducted from **January to March 2026**. Its primary aim is to provide graduating students with information and guidance about career pathways, college program offerings, and the importance of making informed career decisions.

Rest assured that all activities will be coordinated with the respective school heads and will strictly adhere to the rules, policies, and schedules set by the Division Office.

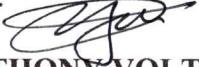
We sincerely hope for your favorable consideration of this request. Should you require additional information, confirmation and approval, please do not hesitate to contact us at +63922023740 or through our email at [janeve.caparoso@ndci.edu.ph](mailto:janeve.caparoso@ndci.edu.ph).

Thank you very much for your continued support to our educational endeavors.

Respectfully yours,

  
**MS. JAN EVE A. CAPAROSO, LPT**  
Guidance Advocate  
North Davao Colleges, Inc.

Noted by:

  
**DR. ANTHONY VOLTAIRE B. SOMOSO**  
Vice President, North Davao Colleges, Inc.