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

**DIVISION MEMORANDUM**  
**CID - 2025 - 0810**

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

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

Date : November 25, 2025

Attached are the letter of communication from the Admissions, Marketing, and Promotions Director of St. Mary's College of Tagum, Inc. Dr. Klein Mamayabay, dated November 14, 2025 relative to the conduct of Career Guidance and School Campaign from December 2025 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 



# 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](mailto:oisac@smctagum.edu.ph)

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### 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 **December 2025 and March 2026**. 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.

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](mailto: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



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Department of Education  
School ID Number  
405383