



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

*Office of the Schools Division Superintendent*

August 13, 2025

**DIVISION MEMORANDUM**

No. 0208, s. 2025

**DISTRIBUTION OF INFORMATIONAL BROCHURES TO ADVERTISE RMC  
GRADUATE AND UNDERGRADUATE PROGRAMS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
Education Program Supervisors  
Public Schools District Supervisors  
All Public and Private School Heads  
All Other Concerned

Attached herewith is the letter from Dr. Albert G. Musico, Area Director of Rizal Memorial Colleges, Inc., through the Office of the Regional Director, relative to their request to conduct courtesy visits to schools under the Division of Davao del Norte for the purpose of distributing informational brochures about their graduate and undergraduate programs from August to December 2025.

The Division Office interposes no objection to the conduct of the said visits provided that no class disruption policy is strictly observed at all times.

For private schools, please refer the request to the duly constituted authorities or governing board of the institution.

Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.

For your information, guidance, and widest dissemination.

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent



SGOD/naea  
Enclosure: As stated.  
Fn: RMC informational brochures

Davao del Norte



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Department of Education  
**RECEIVED**  
RECORDS SECTION

08 AUG 2025

Sig: 25-37978

August 4, 2025

**DR. ALBERT G. MUSICO**

Area Director-RMC Branches  
Rizal Memorial Colleges, Inc.  
Poblacion 7-A, Lopez Jaena and F. Torres Sts.  
Marfori Heights, Davao City

Dear **Dr. Musico**:

This has reference to your letter (copy is attached) seeking permission for courtesy visits to school principals within Davao Region in order to distribute informational brochures to advertise Rizal Memorial Colleges' undergraduate and undergraduate programs from August to December 2025.

For public schools, this Office interposes no objection to the request, provided that the following are ensured:

1. approval of the concerned Schools Division Superintendent shall be secured;
2. **the no class disruption policy** shall be observed at all times;
3. the activity shall follow government-imposed regulations on health and safety protocols; and
4. **campaign materials for scholarships (if any) shall confirm that the aforementioned scholarship grants are not part of DepEd's Government Assistance and Subsidies (GAS) Programs.**

For private schools, please refer your request to the duly constituted authorities or the governing board of the institutions

Very truly yours,

**ALLAN G. FARNAZO**  
Director IV

Copy furnished:

All Schools Division Superintendents  
DepED RO XI

ROQ1/jsa

DEPARTMENT OF EDUCATION ROX.  
RECORDS SECTION  
**RELEASED**

By: \_\_\_\_\_

Time: \_\_\_\_\_

Aug 5, 2025





**Rizal Memorial Colleges, Inc.**  
RMC Buildings, Población 7-A, Lopez Jaena &  
F. Torres Sts. Marfori Heights, Davao City

July 29, 2025

**DR. ALLAN G. FARNAZO**

Regional Director  
Department of Education – Region XI  
F. Torres St., Davao City

30 JUL 2025 7:12:18 PM 11:18

**ATTENTION: MR. JENELITO F. ATILLO**  
Quality Assurance Division Manager

**Subject: Request for Permission to Distribute RMC Brochures to School Principals/Heads in Davao Region from August to December 2025**

Dear Dr. Farnazo:

Greetings from Rizal Memorial Colleges, Inc.!

We respectfully write to request your favorable consideration to allow our team to conduct courtesy visits to school principals within the Davao Region. The purpose of these visits is to distribute informational brochures featuring the undergraduate and graduate programs offered at our institution.

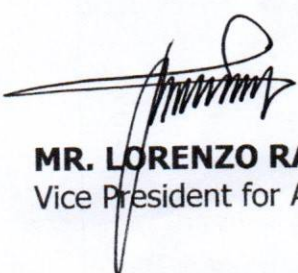
Please be assured that these visits will be brief and will not disrupt any ongoing classes or school activities. Our intention is to provide school heads with relevant materials that may be useful in guiding their faculty and students in pursuing higher education.

We hope for your kind support and approval of this initiative. Should there be any necessary documents or procedures to complete this request, we are more than willing to comply.

Thank you very much for your attention and continued support to educational institutions like ours.

Respectfully yours,

  
**DR. ALBERT G. MUSICO**  
Area Director – RMC Branches

  
**MR. LORENZO RAPHAEL L. MAGNO**  
Vice President for Administration