



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

DM-OSDS- 2025 – 0064

To: **Aldrin Gevila- Division Supply Officer**

Subject: **REQUEST FOR ITEMS TO BE BORROWED FOR THE 2025 PALARONG PAMBANSA AT BINGAO ELEMENTARY, SAN NICOLAS, ILOCOS NORTE**

Date: April 16, 2025

1. Relative to the request of the DepEd Regional Office XI, the Schools Division of Davao del Norte is extending its full support to the regional delegation for their participation in the upcoming Palarong Pambansa 2025 to be held in San Nicolas, Ilocos Norte. Delegates from Region XI will be billeted at Bingao National High School and Bingao Elementary School, where efforts are now being undertaken to enhance the physical setup and overall environment of the quarters. Enclosed is the letter request.
2. In this regard, you are hereby directed to prepare, thoroughly inspect, and facilitate the release of the following materials, which will be temporarily borrowed and used for decorating and equipping the billeting quarters:

Items	No. of Pieces	Incharge at the Venue
a. Grass Turf	5	Gryndelle June Binasbas
b. Plastic Flowers	6	Ray John Sanoria
c. Moving Heads (Lighting Equipment)	2	Albert D. Enano
e. Seat Covers	200	Silvester Benedict Hon S. Lanyohan

3. Ensure that all items are in good condition prior to release and that a complete inventory is properly documented. The Billeting and Decoration Committee will be accountable for the safekeeping and use of these items and will return them immediately on June 10, 2025, after the event in the same condition.
4. 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.
5. Immediate dissemination of this Memorandum to all concerned is desired.

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

For the Schools Division Superintendent

**ROSALINDA N. DIONIO**  
Administrative Officer V

om/epi



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Address: **Mankilam, Tagum City, Davao del Norte**

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Republic of the Philippines  
**Department of Education**  
REGION XI  
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Office of the Schools Division Superintendent

Enclosure 1



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

April 7, 2025

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent  
Schools Division of Davao del Norte

Sir:

The Palarong Pambansa is a prestigious sporting event that brings together student-athletes across the country to compete in various sports disciplines. It is an opportunity to showcase the region's talent and foster a spirit of friendly competition.

In this connection, DepEd Regional Office XI greatly appreciates the opportunity to borrow the following items to enhance the billeting quarter of Davao Region at Bingao National High School and Bingao Elementary School, San Nicolas, Ilocos Norte:

1. Grass Turf (5 pcs)
2. Red Carpet (1 piece)
3. Plastic Flowers (6 boxes)
4. Moving heads (2 pcs)
5. Seat Cover (200 pcs)
6. Flamingoes (10 pcs)

The Office guarantees that the borrowed equipment will be handled with utmost care and will be returned promptly after the conclusion of Palarong Pambansa.

Updates on this request can be relayed to the undersigned at cellphone number 09999222774.

Very truly yours,

  
**DANILO R. DOHINOG**  
Chair, Billeting and Decoration Committee

Recommending Approval:

  
**WARLITO E. HUA, EdD.**  
Chief, ESSD

Approved:

  
**ALLAN G. FARNAZO**  
Director IV  
ROC04/drd

DEPARTMENT OF EDUCATION - DOW

RECORDS SECTION

**RELEASED**

APRIL 08 2025  
48926



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