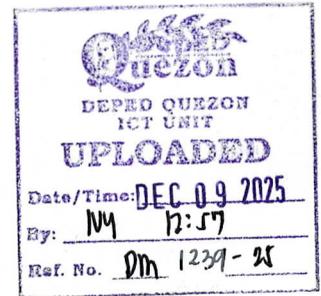




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 December 2025

DIVISION MEMORANDUM
DM No. 1239, s. 2025

**DEADLINE FOR SUBMISSION OF LIQUIDATION REPORTS FOR THE 2025
PAMASKONG HANDOG – A NATIONWIDE GIFT-GIVING ACTIVITY
INITIATED BY THE OFFICE OF THE PRESIDENT**

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Selected Elementary School Head of Paaralang Elementarya ng Lucban 1
All Others Concerned

1. In reference to the communication from DepEd External Partnerships Services dated October 21, 2025 titled “Pamaskong Handog 2025”, relative to the conduct of the 2025 Pamaskong Handog – A Nationwide Gift-Giving Activity Initiated by the Office of the President, this Office informs the recipient school that the deadline for the submission of Liquidation Report for the Pamaskong Handog 2025 Fund which was downloaded to the school’s respective account on November 28, 2025 is **on or before December 12, 2025**.

No extensions shall be granted.

2. **ALL** Liquidation Reports shall be submitted directly to the **Accounting Section at the Division Office**. All submitted documents must bear the corresponding Document Tracking System (DTS) control number. Additionally, **the name of the assigned Internal Auditor/ADAS III in charge of the school should be indicated on the DTS Form** to facilitate proper identification and prompt distribution.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
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3. It is also reiterated that **findings or deficiencies identified during the pre-audit must be resolved within seven (7) working days from the date of notification.** Failure to comply within the given period will affect the evaluation and approval of subsequent fund releases.
4. Immediate dissemination and **strict compliance** of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



Accahm 12/05/2025

DEPEDQUEZON-TM-SDS-04-009-003



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CASH ADVANCE PAYROLL BASED ON AIP 2025

ELEMENTARY
 OCTOBER 2025

NO.	DISTRICT	SCHOOL ID	NAME OF SCHOOL	CURRENT ACCOUNT NUMBER	NAME OF SCHOOL HEAD	AMOUNT	DATE
#REF!	LUCBAN	108863	PEL I	3652-1017-62	ISIDRO R. OBMASCA JR	200,000.00	November 2025
GRAND TOTAL						200,000.00	



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EXTERNAL PARTNERSHIPS SERVICE

Annex A:

SCHOOLS DIVISION OFFICE (SDO)		SCHOOL
REGION I		
1	Ilocos Norte	San Nicolas National High School
2	Ilocos Sur	Salcedo Central School
3	Pangasinan I	Bugallon Integrated School
REGION II		
4	Cagayan	Aparri East Central School
5	Isabela	Roxas Central School
6	Nueva Vizcaya	Solano East Integrated Sped Center
7	Quirino	Diffun Central Integrated SPED Center
REGION III		
8	Aurora	Dipaculao Central School
9	Bataan	Tomas Pinpin Memorial Elementary School, Abucay, Bataan
10	Muñoz Science City	Munoz Elementary School
11	Tarlac	Capas Gabaldon ES
12	Zambales	Subic Central School
REGION IV-A		
13	Batangas City	Alangilan Central School
14	General Trias	General Trias Memorial Elementary School
15	Laguna	Rizal Elementary School
16	Quezon	Paaralang Elementarya ng Lucban 1
REGION IV-B		
17	Marinduque	Don Luis Hidalgo Memorial School
18	Oriental Mindoro	Juan Morente Sr. Pilot School
19	Palawan	Julio Arzaga Elementary School
SCHOOLS DIVISION OFFICE (SDO)		SCHOOL
20	Romblon	Romblon East Central School
REGION V		
21	Camarines Norte	Paracale Elementary School
22	Iriga City	San Isidro Elementary Schools
23	Masbate	Palanas Central School
24	Sorsogon	Sorsogon Pilot Elementary School

PAMASKONG HANDOG 2025: NATIONWIDE GIFT-GIVING FOR LEARNERS AND FAMILIES

WHAT IS PAMASKONG HANDOG 2025?

The holiday season is a time for celebration, reflection, and giving. In line with the Office of the President's annual Christmas tradition, the Department of Education (DepEd) will implement the Pamaskong Handog 2025 initiative in partnership with different government agencies and local government units (LGUs).

This initiative aims to bring joy and opportunities to learners and their families through a nationwide gift-giving activity and live-streamed program. With the theme "**Pamaskong Handog: Pamilya, Pag-asa, at Pagkakaisa**" the event combines celebration with digital empowerment by providing selected schools with improved connectivity through Starlink satellite devices.

The initiative aims to:

- Spread holiday joy and inclusivity through a Christmas celebration at Malacañang and school-based activities.
- Promote Filipino culture and youth engagement through games and performances.
- Strengthen community spirit via shared meals ("Salo-Salo").
- Showcase government collaboration across agencies and sectors.

WHEN AND WHERE WILL THE EVENT TAKE PLACE?

The event will be held on December 6, 2025 (Saturday), simultaneously across 100 participating schools nationwide. The main venue will be at the Malacañang Palace.

WHO ARE THE PARTICIPANTS?

See Annex A for the list of the 100 Schools

The participants will include 100 schools nationwide, distributed as follows:

- Luzon – 30 schools
- Visayas – 40 schools
- Mindanao– 30 schools

Each school will involve approximately 300 individuals, composed of 140 learners from any grade level and 160 parents and teachers.

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The total number of participants nationwide is 30,000, with 14,000 learners and 16,000 parents and teachers.

WHAT ACTIVITIES WILL BE CONDUCTED?

The key components of the program activities include:

- **Christmas Program at Malacañang:** Gift-giving, performances, and a Palace tour for select participants.
- **Fun Activities in Schools:** Games, cultural presentations, and interactive performances.
- **Salo-Salo Meals:** Breakfast and lunch shared by participants, supported by DepEd.
- **Gift-Giving:** Distribution of Christmas packages to learners and families.
- **Connectivity Turnover:** Deployment of Starlink devices by DICT to enhance school connectivity. *(Tentative)*

WHAT WILL BE THE PROGRAM OF THE PAMASKONG HANDOG?

Participating schools shall adhere to the program matrix to ensure synchronized implementation and availability for the live stream with President Ferdinand R. Marcos Jr. at 10:00 AM.

Time	Program
8:00 AM - 8:30 AM	• Registration and Breakfast
8:30 AM - 8:45 AM	• Program head to walkthrough for all performers/speakers/hosts
8:45 AM - 9:00 AM	• Final Technical Check / Call to Assembly
9:00 AM - 9:15 AM	• Event introduction and 1 st Game
9:15 AM - 9:30 AM	• First Performer – Cultural/Group performance
9:30 AM - 9:45 AM	• Second Performer - Christmas-related performance
9:45 AM - 10:00 AM	• Standby for Livestream
10:00 AM - 11:00 AM	Streamed program: <ul style="list-style-type: none"> • President's Message • Gift Giving • Photo Opp. with the First Family • Tour of booths w/ choir performance
11:00 AM - 11:15 AM	• Transition to closing remarks
11:15 AM - 11:30 AM	• Second game / Raffle (if applicable)

Republic of the Philippines
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11:30 AM - 11:45 AM	• Third Game / Raffle (if applicable)
11:45 AM - 12:30 NN	• Lunch / Photo opp.

WHAT WILL BE THE TECHNICAL REQUIREMENTS FOR THE PAMASKONG HANDOG 2025?

A budget will be allocated for **LED screen rentals and technical equipment**. All participating schools are required to set up their own technical systems, including an LED display and a laptop or desktop computer, to ensure seamless participation in the nationwide livestream scheduled at 10:00 AM.

To ensure technical readiness, a coordination meeting will be held involving the participating schools, DepEd Central Office, and Malacañang. Details of this meeting will be announced shortly.

DOES EACH SCHOOL EVENT NEED TO BE LIVESTREAMED?

Yes, Each participating school is required to livestream their local celebration to form part of the nationwide broadcast of Pamaskong Handog 2025. This ensures real-time participation and visibility of activities across regions.

HOW MUCH IS THE BUDGET FOR EACH SCHOOL FOR PAMASKONG HANDOG 2025?

The estimated **total budget per school is PHP 200,000** covering meals, LED rentals, and games/prizes. The budget breakdown per school is as follows:

BUDGET PER SCHOOL			
ITEM	QUANTITY	UNIT COST	TOTAL
Meals (Breakfast and Lunch)	300	PhP 125 x 2 meals	75,000
Led rental and technical equipment			75,000
Games and prizes			50,000
TOTAL			200,000

WHEN WILL THE FUNDS BE DOWNLOADED?



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Funds are expected to be downloaded around the 2nd to 3rd week of November. The budget will be directly downloaded to schools with financial autonomy or their own accounts, or to the Schools Division Office that has jurisdiction over the participating school.

CAN THE SCHOOL PROCURE ADDITIONAL GIFTS FOR OTHER PARTICIPANTS SUCH AS PARENTS AND TEACHERS IF THE BUDGET PERMITS?

If the allocated budget has not been fully utilized after addressing the priority items (i.e., gifts for learners, logistics, and essential supplies), the remaining funds may be used to procure additional gifts for parents, teachers, or other school staff. However, schools must ensure that all expenditures are properly supported by documentation and remain within the intended objectives of **Pamaskong Handog 2025**.

CAN THE BUDGET ALLOCATION FOR SPECIFIC ITEMS BE UTILIZED FOR OTHER BUDGET ITEMS?

Yes, reallocation within the P200,000.00 budget is allowed, provided that adjustments do not compromise the sufficiency of essential items and that funds are still used for their intended purpose. Schools should practice prudent spending and ensure that all changes are properly justified in their financial and accomplishment reports.

WHAT WILL BE THE GIFTS THE 140 LEARNERS WILL BE RECEIVING?

Each learner will receive this gift set from the Office of the President.



HOW WILL THE SCHOOL RECEIVE THE GIFTS?

The gifts will be dispatched from the DepEd Central Office Warehouse to the respective DepEd - Regional Offices, which will then oversee and manage the delivery to the participating schools within their jurisdiction.

WHAT ARE THE ROLES OF SCHOOL PERSONNEL?

Each school must assign coordinators for logistics, admin, guest relations, technical/stage management, Zoom facilitation, and hosting. Each school shall have a lead who will oversee the implementation of the program.

For concerns and queries, you may contact the following personnel:

CONCERN	CONTACT DETAILS
Program	Robert Laguyo Viber - 0966-389-0156 Email - robert.laguyo@deped.gov.ph
Technical	Miro Pedrosa Viber - 0994-511-6961 Email - milarosc.pedrosa@deped.gov.ph
Logistics and Coordination	Mary Ann Bruan Viber - 09169340420 Email - mary.bruan@deped.gov.ph