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

31 October 2024

DIVISION MEMORANDUM
DM No. **931**, s. 2024

**REITERATION ON THE SUBMISSION OF REPORTS FOR THE TURN-OVER OF DONATED
NOTEBOOKS THROUGH THE MOONTON BACK TO SCHOOL PROGRAM**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Heads In-Charge of Learner Formation
Elementary School Heads
All Others Concerned

1. In reference with **Division Memorandum No. 697, s. 2024** titled **Turn-over of Donated Notebooks to Selected Elementary Schools through the Moonton Back to School Program**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), reiterates to all concerned elementary schools of the submission of reports regarding the turn-over of donated notebooks from Moonton Philippines. Please see the enclosures for the list of schools.
2. All other provisions stipulated in **Division Memorandum No. 697, s. 2024** shall remain in effect.
3. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



sgod/mamt/10/31/2024

DEPEDQUEZON-TM-SDS-04-009-003



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



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Enclosure 1 to DM No. 931, s. 2024

List of Schools with No Submitted Acknowledgement Receipt Form and Parental Consent Forms

District	School	Name of School Head
Burdeos	Cabungalunan Elementary School	Jenny Rose A. Dulce
General Nakar 1	Tatawiran Elementary School	Ella A. Vargas
Infanta	New Little Baguio Elementary School	Marife Omna R. Peñamante
Lucban	Paaralang Elementarya ng Nakal	Maria Carla M. Caraan
Mauban North	Remedios 2 Elementary School	Bryan Urgelles
Mauban South	Cagbalete I Elementary School	Shiela Mae E. Nava
Patnanungan	Luod Integrated School	Loida V. Trijo
Real	Maliliit na Bato Elementary School	Emmanuel A. Amoin
Sampaloc	Caldong Resettlement Elementary School	Ann Jeanette S. Almonte
Candelaria West	Masalukot 3 Elementary School	Elsa L. Coronel
Dolores	Pedro Bombane Elementary School	Marina T. Casinas
Sariaya East	Pantoc Elementary School	Proceso J. Alcala Jr.
Sariaya West	Guisguis Talon Elementary School	Maria Teresa F. Vicente
Tiaong 1	Aquino Elementary School	Romel D. Diago
Tiaong 2	Hilirang Buli Elementary School	Rosalie L. Baira
Buenavista 1	San Isidro Ibaba Elementary School	Myline C. Verano
Buenavista 2	San Isidro Ilaya Elementary School	Chona B. Rabi
Padre Burgos	Villa Paz Elementary School	Victorina P. Satarain
San Andres	Yugno Elementary School	Shiela May M. Gonzales
San Narciso 1	Rizal Elementary School	Jose Lani Leonardo R. Muhi
San Narciso 2	San Isidro Elementary School	Marjouriebeth L. Unada
Alabat	CB Encarnado Integrated School	Lecerio F. Del Moro Jr.
Calauag West	San Quintin Elementary School	Leodelyn D. Villapando

-nothing follows-

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Enclosure 2 to DM No. 931, s. 2024

List of Schools with No Uploaded Photo and/or Short Video Documentation

Link for Uploading: <https://tinyurl.com/DonatedNotebooks2024>

District	School	Name of School Head
Burdeos	Cabungalunan Elementary School	Jenny Rose A. Dulce
General Nakar 1	Tatawiran Elementary School	Ella A. Vargas
General Nakar 2	Dadyangaw Elementary School	Maria Aileen S. Solleza
Infanta	New Little Baguio Elementary School	Marife Omna R. Peñamante
Jomalig	Gango Elementary School	Janice Ann R. Gurango
Lucban	Paaralang Elementarya ng Nakal	Maria Carla M. Caraan
Patnanungan	Luod Integrated School	Loida V. Trijo
Real	Maliliit na Bato Elementary School	Emmanuel A. Aoin
Candelaria East	Masalukot 4 Elementary School	Raymund Abinales
San Antonio	Del Valle Elementary School	Perpetuo V. Raca
Agdangan	Ilayang Kinagunan Elementary School	Ma. Rheda F. Amandy
Buenavista 1	San Isidro Ibaba Elementary School	Myline C. Verano
Buenavista 2	San Isidro Ilaya Elementary School	Chona B. Rabi
Catanauan 1	Camandiison Elementary School	Marilyn R. Diola
Catanauan 2	San Vicente Silangan Elementary School	Angelica C. Apordo
General Luna	Villarica Elementary School	Meriam R. Dirain
Macalelon	P. Herrera Elementary School	Jeric Morales
Mulanay 1	Ilayang Cambuga Elementary School	Joey O. Balaguer
San Francisco 1	Andres Castillejo Elementary School	Maria Kludette P. Ramos
San Narciso 2	San Isidro Elementary School	Marjouriebeth L. Unada
Alabat	CB Encarnado Integrated School	Lecerio F. Del Moro Jr.
Calauag West	San Quintin Elementary School	Leodelyn D. Villapando
Quezon	Delpilar Elementary School	Eduardo Sario
Tagkawayan 1	San Roque Elementary School	Jerson C. Rosaldo

-nothing follows-

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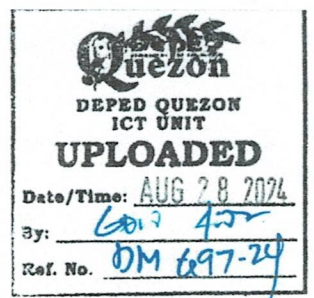


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22 August 2024

DIVISION MEMORANDUM
DM No. 697, s. 2024

**TURN-OVER OF DONATED NOTEBOOKS TO SELECTED ELEMENTARY SCHOOLS
THROUGH THE MOONTON BACK TO SCHOOL PROGRAM**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Heads In-Charge of Learner Formation
Elementary School Heads
All Others Concerned

1. In collaboration with **Moonton Philippines Technology Incorporated** and as part of the implementation of Brigada Eskwela 2024, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), announces the turn-over of donated notebooks to selected elementary schools through the **Moonton Back to School Program**. Please see enclosures for the list of schools and distribution schedules.
2. For the distribution proper through the SDO and sub-offices, all school heads of the selected schools shall personally claim the donated notebooks. In case of a designated representative, the personnel shall submit an authorization letter signed by the school head.
3. The selected school recipients shall submit the accomplished acknowledgement receipt form and parental consent forms compiled in one folder on or before **September 27, 2024** at the SDO records unit or sub-offices.
4. All expenses including traveling expenses incurred in the conduct of this activity shall be charged against school MOOE/local funds for school personnel and division MOOE/local funds for division personnel subject to the usual accounting and auditing rules and procedures.
5. All school heads and non-teaching personnel who will be present on the distribution dates scheduled on weekends shall be entitled to compensatory time-off (CTO) in accordance to **CSC and DBM Joint Circular No. 2, s. 2004**.

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6. Conduct of this activity shall follow the provisions in **DepEd Order No. 09, s. 2005 – Instituting Measures to Increase Engaged Time-on-task and Ensuring Compliance Therewith; DepEd Order No. 03, s. 2023 – An Order Allowing the Conduct of In-person Activities in Schools;** and community guidelines on safety and health protocols.
7. Immediate dissemination of and strict compliance with this Memorandum is earnestly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

d.

sgod/mamt/08/22/2024

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Enclosure 3 to DM No. 697, s. 2024

Parental Consent, Waiver, and Release

I, _____, as the parent or legal guardian of _____, hereby acknowledge that I have been informed of the details of the **Moonton Back to School Program** and hereby state /declare that:

1. I give full consent for our child/ward _____ to participate in the **Moonton Back to School Program** to be conducted by the Moonton Philippines Technology Incorporated in collaboration with the SGOD – Learner Formation Section of DepEd – Schools Division of Quezon Province on **August-September 2024** at the school proper;
2. I acknowledge that I have been informed of the details of the conduct of the Moonton Back to School Program;
3. I understand that my child's/ward's in-person attendance at the event will include associating with educators, fellow learners, and school personnel, and other persons inside and outside of the school that may put my child of transmission of any communicable disease, notwithstanding the precautions undertaken by the implementing team to avoid such transmission;
4. I acknowledge that our child's participation in this activity is completely voluntary and he/she may decline to participate at any time for any reason. While there remains the risk of possible transmission of any communicable diseases to my child/ward, and to the members of my household, I freely assume the said risk and I permit my child/ward to attend this activity;
5. To the best of my knowledge, my child/ward is in good physical condition and I confirm that he/she does not have any symptoms for communicable disease;
6. I will not allow our child/ward to participate in the Moonton Back to School Program if he/she or any member of our household develops any of the said symptoms or any other symptoms of illness that may or may not be related to any communicable disease. I will also inform the school/division and not allow my child/ward to attend the Moonton Back to School Program, if he/she or any members of our household test positive for any communicable disease;

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7. I give full permission in any recording or picture taken of my child/ward during the conduct of the Moonton Back to School Program and to use for purposes of documentation my child's/ward's images, contribution, or performance in any publication created by or for the Moonton Philippines Technology Incorporated and SGOD – Learner Formation Section and to release this material to DepEd Quezon's and Moonton Philippines' official platforms in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012;
8. I conform/agree to the collection and/or processing of any personal information and data from myself and my child/ward, that are necessary to successfully host the event, in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012;
9. I agree and understand the commitment of my child/ward as a participant and will support his/her endeavor to meet the expectations, guidelines, and responsibilities with his/her fellow participants and to DepEd;
10. To the extent allowed by law and rules, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights against DepEd and Moonton relative to the conduct of the activity;
11. With full understanding, I hereby freely and voluntarily give my consent to my child's/ward's participation in the activity. I also attest that I had sought the views of my child and he/she has expressed a willingness to participate in the activity; and
12. By signing below, I acknowledge and represent that I have read this document, took time to understand it, and eventually sign it voluntarily as my own free act and deed.

Signed this ___ day of _____, 2024 at _____.

 Signature over Printed Name of Parent/
 Guardian

 Mobile Number of Parent/Guardian

 Name of Child/Ward

 Date

Address: _____

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Learner's Consent, Waiver, Indemnity, and Release

1. I, _____, agreed to participate with the consent of my parents and/or legal guardian in the **Moonton Back to School Program** to be conducted by the Moonton Philippines Technology Incorporated in collaboration with SGOD – Learner Formation Section of DepEd – Schools Division of Quezon Province on **August-September 2024** at the school proper;
2. I give permission to the DepEd, Moonton, and its representatives to make recordings of my voice and to take photographs and/or videos in which I appear in, to be used for the communications and various public campaigns of the Agency and company, respectively, be it in print, broadcast, and/or electronic media, at the event and location stated above subject to limitations of applicable and relevant laws, rules, and regulations;
3. I conform/agree to the collection and/or processing of any personal information and data, that are necessary to successfully host the event, in accordance with the provisions of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012;
4. I have read and understood completely the accompanying letter and information leaflet, and therefore know the purpose of the project/activity and my participation therein; and
5. With full understanding, I hereby freely and voluntarily give my consent to my participation in the activity.

Signed this ___ day of _____, 2024 at _____.

Signature over Printed Name of Learner

Name of School

Age

Date

Mobile Number of Learner

Address: _____

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