



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

DIVISION ADVISORY NO. 006, s. 2021
January 5, 2021

**PREPARATIONS IN THE TURN-OVER OF DONATIONS FROM GROLIER
INTERNATIONAL INC. TO RECIPIENT SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Secondary and Integrated School Heads
District, Secondary and Integrated School ASP/Partnership Focal Persons
All Others Concerned

1. Relative to the **Division Memorandum No. 174, s. 2020** titled “**ORIENTATION ON THE UTILIZATION OF THE READING MATERIALS AND TURN-OVER OF DONATIONS FROM GROLIER INTERNATIONAL INC.**”, please be guided of the following preparations.
 - a. Deed of Donations (DOD) and Deed of Acceptance (DOA) should be properly prepared in duplicate copies. Attached are samples of DOD and DOA from DepEd Central Office.;
 - b. During the turn-over ceremony of reading materials to recipient schools the following Grolier International Inc. Team Capiz will witness the said ceremony, to wit:
 1. JEROLD DOMINGUEZ – Team Leader
 2. REGINA PORRAS
 3. JENNIFER DIVINO
 4. CEAZAR FOERSTER
 5. CORENA ABRASUSA
 6. ATHENA ABAS
 7. BERT GAYEM
 8. MAL ROFEL JOHN TAMAGOS





Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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2. Should you need more details about this activity, kindly contact **Ms. Nannette G. Calixterio**, SEPS, Division Partnership Focal Person at Mobile No. 09998888959 and **Mr. Romar S. Jaravelo**, EPS II, Division Partnership Co- Focal Person at Mobile No. 09128108586, Social Mobilization and Networking Section of School Governance and Operations Division (SGOD).


SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent 



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

DEED OF DONATION

KNOW ALL MEN BY THESE PRESENTS:

This Deed of Donation made and executed by

The **NAME OF PARTNER/DONOR** herein represented by its _____,
with office address at _____,
hereinafter called the DONOR

- in favor of -

The **NAME OF SCHOOL** herein represented by its School Head _____,
with school address at _____, hereinafter called the DONEE

WITNESSETH

That for and in consideration of a desire to contribute a share for the cause of the education of Filipino learners through the Adopt-a-School Program of the Department of Education, the DONOR has freely and voluntarily given, transferred and conveyed by way of donation to the DONEE, its successors and assigns free and clear of any and all liens and encumbrances whatsoever all its rights, interests and title on various books and clothes and toys for Marawi school children.

IN WITNESS WHEREOF, the DONOR has hereto subscribed herself/himself this 19th day of June, 2017.

DONOR

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

_____) ss.

BEFORE ME this _____ (date) _____, personally appeared:

_____ TC# _____ Issued on/at _____

_____ CTC# _____ Issued on/at _____

Known to me and to me known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is free and voluntary act and deed, including that of the entities that they represent.

This instrument refers to a Deed of Donation that consists of 2 pages, including this whereon this acknowledgement is written, and which is signed by the parties concerned on each and every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

DEED OF ACCEPTANCE

The DONEE , for and in behalf of the SCHOOLS whose names are cited in the enclosed list/certification , hereby accepts the donation from NAME OF PARTNER/DONOR thru the Adopt-a-School Program , with the donation package composed of the following :

_____ DESCRIPTION OF DONATION _____

For and in behalf of the recipient schools, the DONEE expresses his/her most sincere appreciation for the benevolence shown by the DONOR.

In witness whereof, the DONEE has set his/her hands this _____ in _____

NAME OF SCHOOL HEAD
Position

SIGNED IN THE PRESENCE OF:

NAME OF SDS

NAME OF PROPERTY CUSTODIAN

ASP DIVISION COORDINATOR

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) ss.

BEFORE ME this _____ (date) _____, personally appeared:
_____ CTC# _____ Issued on/at _____
_____ CTC# _____ Issued on/at _____

Known to me and to me known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is free and voluntary act and deed, including that of the entities that they represent.

This instrument refers to a Deed of Donation that consists of 1 page, including this whereon this acknowledgement is written, and which is signed by the parties concerned on each and every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.
NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____