



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**02 Jan 2025**

DIVISION MEMORANDUM  
SGOD No. **001** s. 2025

To: Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

**PROPER DOCUMENTATION OF RECEIVED DONATIONS**

1. In line with the Department of Education's commitment to transparency and accountability in managing resources, the School Governance and Operations Division (SGOD) through the Social Mobilization and Networking (SMN) Section is directing all schools on the proper documentation of donations received from various sources.
2. Anent this, all donations received by the schools shall be properly documented through one of the following methods effective immediately.
  - a. Deed of Donation (DOD)
  - b. Memorandum of Agreement (MOA)
  - c. Memorandum of Understanding (MOU)
3. Further, all schools are directed to ensure that all accepted donations are officially documented to track contributions and maintain accurate records by submitting a copy of a duly signed documents e.g. DOD, MOA, and MOU to the office of the SGOD-SMN for review and record-keeping purposes.
4. School Heads are also directed to fill out the online form through this link: <https://bit.ly/sdscdonations>. This will serve as comprehensive database of all donations received by the office.
5. The deadline for submission of all documentation and completion of the online form shall not later than ten working days after the receipt of the donation.
6. For further inquiries and clarification, kindly contact Jane Michelle E. Lasaca, SMN-SEPS/Partnership Focal Person, through cellphone no. 09171685464 and Maria Soledad O. Blancada, SMN-EPS II/Partnership Focal Person through cellphone no. 09682409476.




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7. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index  
under the following subjects:

DONATIONS

PARTNERSHIPS

RECORDS

SCHOOLS

JMEL/DM- proper documentation of received donations  
0000/January 02, 2025