



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM-2022-11-605  
 DEPED MALAYBALAY CITY  
 RECEIVED  
 NOV 10 2022 2:06  
 [Signature]

**DIVISION MEMORANDUM**  
 605, S. 2022

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisor, CID and SGOD  
 Public Elementary and School Heads  
 All Others Concerned

**FROM:** VICTORIA V. GAZO, CESO V  
 Schools Division Superintendent

**DATE:** November 10, 2022

**SUBJECT: DISTRIBUTION OF VITAMIN SUPPLIES AND RETURN OF  
 OUTDATED ICONS DOCUMENTS**

1. This office, through the Social Mobilization and Networking Unit and School Management Monitoring and Evaluation Section of the Schools Governance and Operations Division will distribute the vitamins generously given by Unilab, Inc. and Youthopia Activation Specialist, Inc in support of the Education Support Services Division program of "Pangakong Proteksyon: Immunity for All Kids Back-to-School Program on these dates:

Date	Districts
November 11, 2022	VIII, IX, X
November 16, 2022	V, VI, VII
November 18, 2022	I, II, III, IV

2. The vitamins will be distributed to the district offices to be received by the district nurse and/or Public Schools District Supervisor. The receiver shall then take a photo documentation and sig the acknowledgement receipt (see attachment) as proof of receipt of the items. Similarly, schools are requested to do the same upon receipt of the items from the district nurse.
3. Additionally, the Human Resource Training and Development Section will be returning 2019 and 2020 IConS documents that have been stacked in the division office. These documents will likewise be turned-over to the district offices. Owners of these documents are required to retrieved their belongings through their PSDSs.
4. Queries relative to this may be relayed to Rio G. Arbutante, *EPS II Social Mobilization and Networking* at 09178456602.

**TO BE POSTED**



**ACKNOWLEDGMENT RECEIPT FORM**

**Received from:**

**Name/Company:** UNILAB, Inc.

**Division:** Pediatrica OTX

AS PROOF OF RECEIPT FOR ITEMS GIVEN

**Program/Activity:** Unilab – Pangakong Proteksyon Immunity for All Kids Back To School Program

**Date received:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

Material Description	Batch No. (if possible)	No. of Bottles	Expiry Date
CEELIN PLUS SYR 60ML			
CEELIN 100MG SYR 60ML SS PH			
CEELIN CHEWABLE 100MG TAB 30			

Hereby, I have no claims against aforementioned issuing party/company and therefore waived any further claim/s that I may or will have against it and forever release and discharge said company from any or all claims whatsoever.

**NAME AND DESIGNATION OF THE RECIPIENT/ SIGNATURE:** \_\_\_\_\_

**DIVISION OFFICE:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

**COMPLETE ADDRESS:** \_\_\_\_\_