



Republic of the Philippines  
Department of Education  
Region XII  
Division of Sarangani  
Alabel



Division Memorandum  
No. 353, S. 2013

To: All District Heads  
Principals of Elementary & Secondary Schools  
Public and Private  
This Division

From:   
**ISAGANI S. DELA CRUZ**  
Schools Division Superintendent

Subject: **DONATION TO TYPHOON YOLANDA**

The Provincial Disaster Risk Reduction and Management Office will be manning the “**donation center**” at PDRRMO, Capitol compound, Alabel, Sarangani Province starting today, November 12, 2013 for the affected victims brought by Typhoon Yolanda ( International Name: HAIYAN) in the Province of Leyte.

To those schools who want to extend their help to our brothers and sisters, your solicitation of donations such as food ( **rice, canned goods, noodles, bottled water, etc.**) and non-food items (**clothing, hygiene items, medicines etc.**) will be a big help to alleviate their suffering.

Donations collected at your office and will be submitted to MDRRMO or PDRRMO.

Notify the office through a report to Mr. Edie B. Nabor, DRRMC focal person,  
Tel. no. 508-2028/ 09083871668.

For your information and guidance.

**Sample forms or Template:**

**Donation to TYPHOON YOLANDA**

Date	Name of School	Kinds of Donation (Kinds or Cash)	Name of School Head	Signature