



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

25 August 2023

DIVISION MEMORANDUM
No. 412 s.2023

ATTENDANCE TO THE TULONG DUNONG PROGRAM ANNUAL EVALUATION AND
RE-SIGNING OF MOA

To: **School Heads**

Macanhan Elementary School
Sacred Heart Village Elementary School
Fr. William Masterson Elementary School
PN Roa Elementary School
Canitoan Elementary School
Pagatpat Elementary School
Taguanao Elementary School
Lumbia Central School

Tulong Dunong Coordinators

Ms. Sonia Lagura	Ms. Sarah Jane Pacto
Ms. Ludivina Paderna	Ms. Michel Mae Magsay
Ms. Elena Romualdo	Ms. Ann V. Lagbas
Ms. Ana Marie Lucero	Ms. Joan Tabilin

1. As regards the attached letter of invitation from Xavier University Junior High School relative to the Tulong Dunong Program annual evaluation and re-signing of the Memorandum of Agreement (MOA), all school heads and Tulong Dunong coordinators of the identified schools are enjoined to attend on the aforesaid event on September 11, 2023 from 2:00 to 4:00 pm at Xavier University Junior High School Multi-Purpose Room (MPR), Pueblo de Oro, Cagayan de Oro City.
2. See attached letter and MOA which outline the role and responsibilities of both parties for guidance and reference.
3. This Office directs the immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

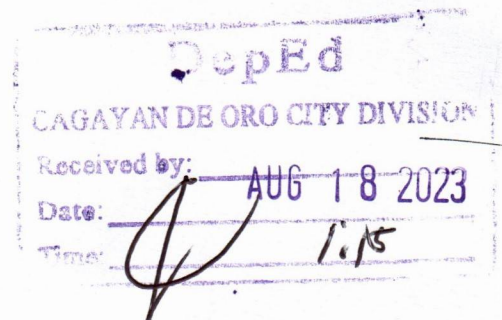
Encl.: as stated

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

Tulong Dunong Program Partnerships



August 17, 2023



MR. ROY ANGELO E. GAZO, Ph D, CESO V
Schools Division Superintendent
City Division of Cagayan de Oro
Fr. William F. Masterson, SJ Ave, Cagayan de Oro City

Dear Sir,

Peace in Christ!

Xavier University Junior High School would like to express our sincere gratitude for the division's continuous support to the Tulong Dunong Program. Our partnership and collaboration with each other made a difference amongst the lives of these young yet promising people.

As we begin another year of partnership through our Tulong Dunong Program it's about fitting that we look back, reflect, and evaluate how we have been doing with our program. This year is another milestone for the program since it will be renewing the Memorandum of Agreement for the school year 2023-2024. This renewal of Contract will surely inspire us despite the challenge that we are only catering eight school from the ten schools in the previous years. Despite the challenges TD is still very grateful as we are celebrating our eleven years of service, it gave us more inspiration to make this program better and stronger.

In this connection we would like to invite you together with the principals and their Tulong Dunong Coordinators of our partner schools to join us for the annual evaluation and re-signing of the Memorandum of Agreement (MOA) for the school year 2023-2024. The meeting is on September 11, 2023 from 2:00PM to 4:00PM in our Multi-purpose Room (MPR) of Xavier University Junior High School, Pueblo de Oro, Cagayan de Oro City.

District	School	Coordinator
West 1	Macanhan Elementary School	Ms. Sonia Lagura
	Sacred Heart Village Elementary School	Ms. Ludivina Paderna
	Fr. William F. Masterson Elementary School	Ms. Elena Romualdo
West II	PN Roa Elementary School	Ms. Ana Marie Lucero
	Canitoan Elementary School	Ms. Sarah Jane Pacto
	Pagatpat Elementary School	Ms. Michel Mae Magsayo
South	Taguanao Elementary School	Ms. Ann V. Lagbas
Southwest 1	Lumbia Central School	Ms. Joan Tabilin

Thank you so much!

Sincerely,

Mr. Anthony Ryan C. Mañus
Tulong Dunong Coordinator

Endorsed by:

Ms. Lea Lilibeth B. Emata
Asst. Principal for Academics

Noted by:

Dr. Pamela Q. Pajente
Principal

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENT:

This agreement, made and executed by and between **XAVIER UNIVERSITY – ATENEO DE CAGAYAN JUNIOR HIGH SCHOOL**, Cagayan de Oro City, represented in this agreement by the **PRESIDENT, FR. MARS P. TAN, SJ**, herein referred to as the **FIRST PARTY**,

-and-

DIVISION OF CAGAYAN DE ORO, DEPARTMENT OF EDUCATION REGION X, herein referred to as **SECOND PARTY**, and represented in this Agreement by their Division Superintendent, **ROY ANGELO E. GAZO, Ph.D., CESO V**.

-WITNESSETH-

WHEREAS, the **FIRST PARTY** proposes a service learning program named **TULONG DUNONG** to **SECOND PARTY** by conducting a weekly tutorial session in Math and English subjects to the eight (8) Public Elementary Schools of the Division of Cagayan de Oro, Region X of the Department of Education.

WHEREAS, the **SECOND PARTY** has agreed to allow the **FIRST PARTY** to pursue its service learning program named **TULONG DUNONG** by allowing the **FIRST PARTY** to conduct tutorials in the eight (8) public elementary schools in Cagayan de Oro City.

NOW THEREFORE, for and in consideration of the above premises, both **PARTIES** **AGREED** on the following terms and conditions expressing their mutual interests:

1. That the **FIRST PARTY** shall:

- a. Conduct a Service Learning Program (**TULONG DUNONG**) for Public Elementary Schools for the following school year: 2023-2024
- b. Identify the eight (8) public elementary schools according to the number of Grade 10 Junior High School classes of the **FIRST PARTY** that will participate in the **TULONG DUNONG PROGRAM** and provide the schedule for the tutorial inside the premises of these schools. The schools that are included in the program are as follows:
- c. Provide G10 Junior High School students that will serve as tutors to the Grade 6 Public Elementary School pupils. All **XUJHS** G10 classes will be assigned to different Public Elementary Schools.

TUESDAY 1:30- 3:30 PM	WEDNESDAY 1:30-3:30 PM	THURSDAY 1:30-3:30 PM
Fr. William Masterson, SJ Elementary School (1 class)	Pagatpat Elementary School (1 Class – Group 1)	Pagatpat Elementary School (1 Class - Group 2)
Taguanao Elementary School (1 Class)	Lumbia Central School (1 Class - Group 1)	Lumbia Central School (1 Class - Group 2)
PN Roa Elementary School (1 Class – Group 1)	PN Roa Elementary School (1 Class – Group 2)	Sacred Heart Village Elementary (1 Class)
Macanhan Elementary School (1 Class – Group 1)	Canitoan Elementary School (1 Class)	Macanhan Elementary School (1 Class – Group 2)

- d. Provide the necessary training through seminars and workshops to the G10 students to help them prepare for their service learning program in the Public Elementary Schools.
 - e. Prepare the learning modules in Math and English that will serve as guides to the G10 student tutors.
 - f. Provide Home Visit Guidelines as the basis of procedure in the home visit activity of the G10 Junior High School students to the residences of the public elementary school pupils.
 - g. Conduct a Pre-test and a Post-test in English and Math subjects for the Public Elementary School students at the beginning of the program.
 - h. Provide a list of names of Public Jeepney Drivers to the Public Elementary School Administration for security and safety purposes.
 - i. Communicate all activities and meetings to the Division Office for official approval.
 - j. Provide an opportunity for Public Elementary School partners to make use of the XUJHS Learning Resource Center (LRC) resources for teachers' and pupils' research in coordination with the LRC Supervisor for scheduling.
 - k. Provide opportunities to join the XU Junior High School Maker Faire on March 26, 2023 from 7:30AM to 3:00PM as part of the Technology Week celebration. At these maker event, our Junior high students are gathered to share their maker projects and demonstration or workshop on the various tools for making, stir interest in Robotics and empower them to take up STEAM.
 - l. Provide a free "Teaching with Technology "training to the TD partner teachers. The training will be given by our XUJHS Microsoft Education Ambassadors (MEA) as part of the exclusive community of the Microsoft Showcase Schools.
2. The SECOND PARTY agrees to the following conditions and shall:
- a. Allow the XUJHS G10 classes to conduct English and Math tutorials once in a week in their assigned Public Elementary Schools.
 - b. Allow the XUJHS G10 students to safely use the school facilities pertinent to their tutorial activities, especially regarding venues.
 - c. Assign a TD School coordinator through the principals of these Public Elementary Schools who are part of the Grade 6 roster of teachers. The TD coordinator shall perform his/her functions as stipulated in the Tulong Dunong Program Manual
 - d. Cooperate and Collaborate in all Tulong Dunong activities as provided in the Tulong Dunong Calendar of Activities.
 - e. Help evaluate and monitor the Tulong Dunong Program and provide feedback and suggestions on ways to improve the program.
 - f. Help in identifying Grade 6 students who are qualified and show potential for scholarship grants.
 - g. Provide a grouping of the students to better facilitate the execution of the program.

- h. Ensure, with the help of the administration, the attendance of all the TD Tutees during tutorials and other related activities.

SUBSCRIBED and SWORN to before me this _____ day of _____ in Cagayan de Oro City.

FIRST PARTY

Xavier University- Ateneo de Cagayan
Junior High School

Represented by:

Fr. Mars P. Tan, SJ
President
Xavier University – Ateneo de Cagayan

SECOND PARTY

Division of Cagayan de Oro, Region X
Department of Education

Represented by:

Roy Angelo E. Gazo, Ph D, CESO V
Superintendent
Division of Cagayan de Oro. DEPED X

SIGNED IN THE PRESENCE OF

Dr. Pamela Q. Pajente

Dr. Dulce R. Dawang

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES
City of Cagayan de Oro
X-----

BEFORE ME, Notary Public, this _____ day of _____ personally appeared the above-named persons with their respective Community Tax numbers, indicated below their names, known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free act and voluntary deed.

This instrument consists of three (3) pages including this page on which the acknowledgment is written has signatures on the margins of each page thereof and their two instrumental witnesses sealed with my notarial seal

WITNESS MY HAND AND SEAL

DOC. NO. _____
PAGE NO. _____
BOOK NO. _____
Series of 2019