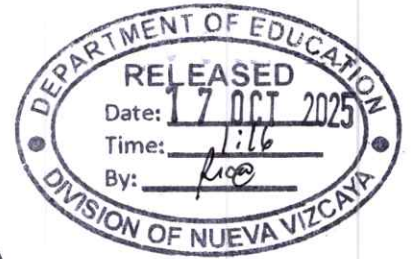




Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA



October 16, 2025

DIVISION MEMORANDUM

No. **494**, s. 2025

**SUBMISSION OF TERMINAL REPORTS AND REQUIRED DOCUMENTS OF
RECIPIENT SCHOOLS OF DONATED LUMBER FROM THE DEPARTMENT OF
ENVIRONMENT AND NATURAL RESOURCES (DENR)**

To: Assistant Schools Division Superintendent
Chief – School Governance and Operations Division
Chief – Curriculum Implementation Division
Public Schools District Supervisors/ District In-Charge
Public Elementary and Secondary Schools Heads
All other concerned

1. In connection with the utilization of **donated lumber from the Department of Environment and Natural Resources (DENR)** for the construction of Temporary Learning Space (TLS), repair/ rehabilitation, or improvement of school facilities, all recipient schools under Batch 1 and Batch 2 are hereby directed for the **submission of Terminal Reports** with the required supporting documents.
2. This submission is necessary to ensure proper documentation, transparency, and accountability on the use of donated materials, as well as to comply with requirements set forth by the DENR.
3. Each recipient school is required to submit the following documents:
 - a. Justification for the construction of TLS or repair/rehabilitation or improvement of school facilities
 - b. Bill of Materials
 - c. Building Plan or Simple Sketch Plan duly signed by the Building Foreman
 - d. Certificate stating that there is no fund or appropriation for the purchase of the required wood materials
4. The above documents shall form part of the Terminal Reports to be compiled and submitted in both hard and soft copies to the Education Facilities Unit, Schools Division Office of Nueva Vizcaya on or before October 21, 2025.
5. For reference, the list of Batch 1 and Batch 2 Recipient Schools is attached herewith.
6. For information, guidance, and strict compliance.

ORLANDO B. MANUEL PhD, CESO V
Schools Division Superintendent



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Enclosure to DM No. 494 s. 2025

LIST OF RECIPIENT SCHOOLS IN THE PROVINCE OF NUEVA VIZCAYA

BATCH 1

1. Kasibu Central School
2. Bua Integrated School
3. Luclocos Integrated School
4. Almaguer North Elementary School
5. Darapidap Elementary School
6. Doman Elementary School
7. Gasajas ES/Cesario M. Tubiera Elementary School
8. Aritao Central School

BATCH 2

1. Bitnong Elementary School
2. Makiboy Elementary School
3. Bugkalot Elementary School
4. Parai Elementary School
5. Yabbi Elementary School
6. Daclig Elementary School
7. Tuao South Elementary School
8. Aritao National High School
9. Latar Elementary School
10. Felix Saludo Elementary School

TOTAL = 18 Schools