



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

November 28, 2025

**REGIONAL MEMORANDUM**

No. **1618** s.2025

**OFFICIAL DIRECTIVE ON THE RETRIEVAL OF LEARNERS GIFT PACKAGES  
PROVIDED BY THE OFFICE OF THE PRESIDENT  
AT THE DEPED REGIONAL OFFICE VIII**

To: Schools Division Superintendents  
Supply Officer, Schools Division Offices  
All Others Concerned

1. This Office, through the Asset Management Section, directs the Schools Division Offices of Baybay City, Biliran, Borongan City, Calbayog City, Eastern Samar, Leyte, Maasin City, Northern Samar, Samar, and Tacloban City to facilitate the distribution of the **Learners Gift Package** from the Office of the President.
2. The claiming schedule, allocation, location, and authorized representatives are as follows:
  - **Schedule:** December 1 and 2, 2025
  - **Allocation per SDO:** Ten (10) boxes
  - **Location:** Asset Management Section (AMS), DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte
  - **Authorized Representative:** The SDO Supply Officer or a duly designated representative.
3. Travel and other incidental expenses of the SDO representative shall be charged against their MOOE/ local fund subject to the usual accounting rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.

**RONALO AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer in Charge  
Office of the Regional Director

Enclosure: None

Reference: None

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

DIRECTIVE

LEARNERS GIFT

PACKAGE

AD-AMS-ANC



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-2997

Email Address: region8@depd.gov.ph

Website: region8.deped.gov.ph

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