



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SEPTEMBER 16, 2025

DIVISION MEMORANDUM

SGOD-2025 - 585

TO : SEPS (SocMob) – Peter Jason Senarillos
SEPS (Research) – Marjun Reboquillo
Planning Officer – Airon Alejandro
Division Engineer – Jerick Vergara
DepEd Project Engineer (COS) – Frederick Alcoba & Johndelle Herman
Technical Assistant I (COS) – Jeryl Meriones

SUBJECT: CONDUCT OF SCHOOL SITE LAND SURVEY AND OCULAR INSPECTION FOR THE PROPOSED OPENING OF MAINIT NATIONAL HIGH SCHOOL AND BALATIKAN ELEMENTARY SCHOOL

Pursuant to the formal request submitted by the Barangay Local Government Unit (BLGU) of Barangay Kapatagan to the Office of the Schools Division Superintendent, and in line with the Department's thrust to ensure access to quality basic education for all learners, this Office authorizes the **Conduct of School Site Land Survey and Ocular Inspection** for the **proposed establishment of Mainit National High School in Sitio Mainit, Kapatagan, Digos City, and Balatikan Elementary School in Sitio Balatikan, Kapatagan, Digos City.**

The activity shall be conducted on **September 17–18, 2025**, and aims to assess the feasibility and suitability of the identified locations for the proposed schools in compliance with existing DepEd guidelines on school site selection, safety standards, and accessibility.

The inspection team is expected to:

1. Conduct an initial survey and validate the proposed sites;
2. Assess terrain, access roads, and other site conditions;
3. Coordinate with Barangay Officials and stakeholders;
4. Submit a Sketch Plan and location Map with recommendations to the Schools Division Superintendent within five (7) working days after the conduct of the activity.

All personnel involved are advised to strictly observe safety protocols during the conduct of the site visit. Travel and other incidental expenses relative to this activity shall be charged against local funds or other available sources, subject to the usual accounting and auditing rules and regulations.

For immediate and appropriate implementation.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: SEP 17 2025 TIME: 1:37 PM
BY: [Signature]

Enclosed: as stated
References: as stated
SGOD/jsv

[Signature]

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent
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Republic of the Philippines
Province of Davao del Sur
City of Digos
BARANGAY OF KAPATAGAN

OFFICE OF THE PUNONG BARANGAY



August 20, 2023

DR. MELANIE P. ESTACIO, PhD, CESO VI

Schools Division Superintendent
Digos City, Davao del Sur

**Subject: Request for the Opening of Mainit National High School and
Balatikan Elementary School.**

Dear Dr. Estacio,

Greetings!

On behalf of the residents of Barangay Kapatagan, we respectfully submit this formal request for the official opening of **Mainit National High School**, located in Purok 2, Mainit, Kapatagan, Digos City, and **Balatikan Elementary School**, situated in Sitio Balatikan, Kapatagan, Digos City.

This request is driven by the pressing need to provide accessible, quality education to the youth in these communities. The increasing number of school-aged children, coupled with the significant distance from existing schools, presents a considerable challenge to students and their families. The establishment of these schools will greatly help in addressing these concerns and will ensure that our learners receive the education they rightfully deserve in a safe and convenient environment.

We earnestly seek your endorsement and necessary action in the approval and operationalization of these institutions. The local government and community members are in full support of this initiative and are committed to assisting in its realization in any way possible.

We hope for your favorable response to this request. Thank you very much for your continuous support and dedication to the advancement of education in our Community.

Respectfully yours,

JUANITO O. MORALES, SR.

Punong Barangay