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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

DEPED VALENZUELA - RECORDS
RELEASED
MAR 11 2026
DO-VII-M-134
BY: _____ TIME: 2:34

Office of the Schools Division Superintendent

March 9, 2026

TO: All Public and Private Secondary School Heads

Sirs/Mesdames:

Attached is a letter from Ms. Ma. Edna C. Getuaban, School Administrator, South East – Asia Institute of Trade and Technology dated February 23, 2026, regarding a Career Orientation for Senior High School Students, content of which is self – explanatory.

South East – Asia Institute of Trade and Technology may conduct the activity provided that both parties adheres to the following:

1. Proper coordination to the School Head shall be made.
2. Learner participants shall secure parent's consent and waiver form;
3. Participation to this activity shall be **purely voluntary** and **will not hamper instructional time** pursuant to the provisions in DO 003, s. 2024 and DO 022, s. 2023 titled "Implementing Guidelines on the School Calendar and Activities for the SY 2023-2024";
4. No Collection Policy;
5. DepEd Order No. 28, s. 2001 titled "Prohibition the Commercialization of the DECS Organization Through Endorsements and Accreditation of Goods and Services"; and
6. May only distribute flyers and brochures related to their programs and offerings; no other form of solicitation, marketing, or promotional activity shall be conducted.

For more information kindly coordinate with South East – Asia Institute of Trade and Technology at contact no. 0917-8469280/0966-9564095.

For your information and appropriate action.

Very truly yours,

NOEL D. BAGANO
Schools Division Superintendent

Division Letter No. 078, s. 2026
Encl.: As stated
WINA/SGOD

SOUTH EAST - ASIA
INSTITUTE OF TRADE AND TECHNOLOGY

DEPED VALENZUELA - RECORDS
RECEIVED
FEB 23 2026
SDS-0685
BY: TIME: 5:25

Date: April 01, 2024

To: **Dr. Noel D. Bagano**
Schools Division Superintendent

Dear Dr. Bagano,

Greetings!

We are from South East – Asia Institute of Trade & Technology, an Institution that caters and prepares Senior High School students for college and aligns their career path to make their dreams into reality.

With this regard, with the new normal and with this noble purpose, may we request your good office to grant up permission to conduct career orientation that will introduce South East – Asia Institute of Trade & Technology and our offerings to schools within your domain.

In line with this, we assure you that we will follow and observe health protocol in accordance with your standards.

We shall be forever grateful for your favorable response regarding this noble request. God bless and more power.

Kindly contact us in this numbers: 0917-846-9280 / 0966-956-4095

Thank you.

Respectfully yours,

MA. EDNA C. GETUABAN
SEA – ITT School Administrator

2nd Floor Grand Rial Bldg. Km21 Mc Arthur Hi-way Ibayo, Marilao Bulacan
0908-217-8807/ 0997-832-9423