



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

29 January 2024

DIVISION MEMORANDUM
No. 046, s. 2024

**DESIGNATION OF SCHOOL PARTNERSHIPS FOCAL PERSONS
(ADOPT-A-SCHOOL PROGRAM AND BRIGADA ESKWELA)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the Districts
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Republic Act 8525, otherwise known as "Adopt-a-School Act of 1998", and in consistent to the Department's MATATAG Agenda call to engage stakeholders for support and collaboration, this Office, through the SGOD-Social Mobilization and Networking Unit, requests all School Heads to submit their designated School Partnership Focal Person (Brigada Eskwela and Adopt-a-School Program) effective immediately.
2. Designated School Partnership Focal Person (Brigada Eskwela and Adopt-a-School Program) must comply with DepEd Order No. 002, s. 2024 re: Immediate Removal of Administrative Tasks of Public School Teachers, Article V, Letter A, No. 1.f.iii, in which the designation of School Partnership Focal Person (Brigada Eskwela and Adopt-a-School Program) falls.
3. Designation shall be valid, unless otherwise revoked.
4. Attached are the functions of the Adopt-a-School Program and Brigada Eskwela Coordinator for reference.
5. A copy of the designation order shall be submitted to this Office through the SGOD-Social Mobilization and Networking once signed by the proper authorities.
6. For queries and/or clarifications, you may contact Marife B. Brequillo, Division Partnerships Focal Person at 09958438071/09394513915 or email at socmob.ctd@deped.gov.ph.
7. For immediate dissemination and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SGOD/mbb
01/29/2024



San Roque, Virac, Catanduanes

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Enclosure No. 1 to Division Memorandum No. 046, s. 2024

**DESIGNATION OF SCHOOL PARTNERSHIPS FOCAL PERSON
 (ADOPT-A-SCHOOL PROGRAM AND BRIGADA ESKWELA)**

Name: _____ Position: _____
 School: _____ School ID: _____
 District: _____ Contact No.: _____
 DepEd Email Account: _____

In the exigency of service, you are hereby designated as School Partnership Focal Person (Brigada Eskwela and Adopt-a-School Program) effective immediately until such time this designation is revoked.

Thus, you are expected to perform the following functions in addition to your usual duties and responsibilities without additional remuneration.

Your duties and responsibilities among others include:

A. Adopt-a-School Program

- a. Identify potential partners, which could engaged in supporting the priority programs and projects of the school;
- b. Coordinate with the Division Partnership Focal Person regarding the review and approval of Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU), Deed of Donation and Deed of Acceptance especially if the private partner would like to avail of the tax incentive for donations per RA 8525 and Revenue Regulations No. 10-2003;
- c. Coordinate, facilitate and supervise the conduct of Brigada Eskwela activities;
- d. Provide plans relating to resource provision and or mobilization, networking and linkages;
- e. Ensure proper recording of donated properties by coordinating with the School Property Custodian, class advisers and school head;
- f. Consolidate and submit online monthly report on generated resources through the DepEd Partnerships Database System (DPDS) on or before every 5th of the reporting month of the fiscal year; and
- g. Perform other related tasks and functions.



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B. Brigada Eskwela

- a. Assist the school head and Adopt-a-School Program coordinator in identifying the potential partners, which could engaged in supporting the priority programs and projects of the school during Brigada Eskwela or the National Schools Maintenance Week;
- b. Assist the school head and ASP coordinator in the supervision of the implementation of Brigada Eskwela Program and activities in the school;
- c. Assist the school head and ASP coordinator to facilitate the review and approval of Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU), Deed of Donation and Deed of Acceptance;
- d. Provide support and direction to the school's Brigada Eskwela Steering Committee in strategic and resource initiatives;
- e. Assist and support the school head and ASP coordinator to provide plans relating to resource provision and or mobilization, networking and linkages;
- f. Consolidate and submit school Brigada Eskwela reports on generated resources to the Division Partnership Focal Person; and
- g. Perform other related tasks and functions.

Prepared by:

Noted:

School Head

PSDS

Approved:

Schools Division Superintendent

Conformed:

Designated School Partnership Focal Person



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