



Division Memorandum
No. 117, s. 2016

RELEASED
DepEd Division Office of Catanduanes
RECORDS SECTION
Date OCT 19 2016
By [Signature]

**DIVISION SEMINAR-WORKSHOP ON ADOPT-A-SCHOOL PROGRAM (ASP) FOR
SCHOOL HEADS AND DISTRICT/SCHOOL ASP COORDINATORS**

To: Chiefs of SGOD and CID
Public Schools District Supervisors
Central/Pilot School Principals
Non-Central School Heads (1 per district - *To be identified by the PSDS*)
Secondary School Heads
District and Secondary School ASP/BE Coordinators

1. This Office through the Social Mobilization and Networking Unit of School Governance and Operations Division (SGOD) will conduct a Division Seminar-Workshop on Adopt-a-School Program for School Heads and District and Secondary ASP/BE Coordinators on November 17 – 18, 2016 at SDO Conference Hall A.
2. The seminar-workshop aims to:
 - a. Discuss the salient features of RA 8525 (Adopt-a-School Law of 1998) understand the guidelines in accepting donations and process applications to avail of the tax incentives by the private companies supporting the DepEd Programs.
 - b. Engage the School Heads and ASP Coordinators and in gathering data relevant to engaging and sustaining partnerships with private sector partners.
 - c. Capacitate School Heads and ASP Coordinators on valuing donations in the form of services and use of facilities provided under DepEd Order No. 24, s. 2016.
3. The participants to this activity are the public schools district supervisors, central/pilot school principals, selected non-central school heads, district ASP/BE Coordinators and secondary school heads and school ASP/BE Coordinators. They are requested to bring laptop and a copy of the 3rd Quarter ASP report. This will be conducted in two batches: **Batch 1 - November 17, 2016** (PSDS, Elementary School Heads/District ASP Coordinators) and **Batch 2 - November 18, 2016** (Secondary School Heads/School ASP/BE Coordinators).
4. All participants are required to conduct an Echo-Seminar-Workshop in their respective areas of assignment. A report on the conduct of the said activity must be submitted to this Office c/o SGOD - Social Mobilization and Networking Unit on or before December 15, 2016.
5. Attached are the list of participants and training matrix.
6. Travel expenses of the participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

**DIVISION SEMINAR-WORKSHOP ON ADOPT-A-SCHOOL PROGRAM (ASP) FOR
SCHOOL HEADS AND DISTRICT/SCHOOL ASP COORDINATORS**

November 17-18, 2016

SDO Conference Hall A

Time	Activities	Training Facilitator/Speaker
7:00 – 7:30	Arrival/Registration	
7:30 – 8:15	<p>Opening Program</p> <ul style="list-style-type: none"> • Phil. National Anthem • Prayer • Inang Catandungan • Welcome Remarks • Presentation of Participants <ul style="list-style-type: none"> • Message <ul style="list-style-type: none"> • House Rules/Objectives 	<p>Maria Imelda S. Abejo, <i>Senior Education Program Specialist</i></p> <p>Audio Visual Presentation</p> <p>Maria Imelda S. Abejo, <i>Senior Education Program Specialist</i></p> <p>Bernie C. Despabiladero <i>OIC-Asst. Schools Division Superintendent</i></p> <p>Ma. Sionne May T. Crispino <i>Education Program Specialist II-HRD</i></p> <p>Socorro V. Dela Rosa, CESO VI <i>Schools Division Superintendent</i></p> <p>Marife B. Brequillo <i>Education Program Specialist II-SocMobNet</i></p>
8:15 – 9:00	Overview of Adopt-a-School Program	Mr. Miguel C. Ogalinola <i>Chief Education Supervisor, SGOD</i>
9:00 – 10:00	Guidelines on Accepting Donations and Processing of Tax Incentives Provisions of RA 8525	Ms. Daisy T. Baroma Revenue District Officer – BIR Catanduanes
10:00 – 10:15	Health Break	
10:15 – 11:30	Valuation of Donation in Forms of Services and Use of Facilities provided under DO 24, s. 2016	Maria Imelda S. Abejo <i>Senior Education Program Specialist</i>
11:30 – 12:00	Revisiting the Roles and Responsibilities of ASP Coordinators	Marife B. Brequillo <i>Education Program Specialist II</i>
12:00 – 1:00	Lunch Break	
1:00 – 2:45	Preparation of Project Proposals, MOA, DOA, DOD Contract of Usufruct	Mr. Miguel C. Ogalinola <i>Chief Education Supervisor, SGOD</i>
2:45 – 3:00	Working Break	
3:00 – 4:30	Workshop the Revised Templates on Reporting Generated Resources arising from Private Sector Partnerships (ASP Quarterly Report)	Maria Imelda S. Abejo/Marife B. Brequillo <i>SEPS/EPS II – Social Mobilization and Networking</i>
4:30 – 5:00	Closing Program	

**DIVISION SEMINAR-WORKSHOP ON ADOPT-A-SCHOOL PROGRAM (ASP) FOR
SCHOOL HEADS AND DISTRICT/SCHOOL ASP COORDINATORS**

November 17-18, 2016
SDO Conference Hall A

TRAINING MANAGEMENT STAFF

Training Directors : Socorro V. Dela Rosa, CESO VI
Schools Division Superintendent

Bernie C. Despabiladero
Asst. Schools Division Superintendent, OIC

Assistant Training Directors : Miguel C. Ogalinola
Chief Education Supervisor, SGOD

Mary Jean S. Romero
Education Program Supervisor, SGOD

TECHNICAL PLANNING/WORKING COMMITTEE

Chairman : Maria Imelda S. Abejo
Senior Education Program Specialist – SocMobNet
Training Facilitator

Co-Chairman : Marife B. Brequillo
Education Program Specialist II – SocMobNet
Training Facilitator

Staff : Ma. Sionne May T. Crispino
Education Program Specialist II – HRD
Registration/Certificates

Maria Audrea L. Vivo
Project Development Officer II – DRRM
Technical/Accommodation

Resource Speakers : Ms. Daisy T. Baroma
Revenue District Officer – BIR Catanduanes

Miguel C. Ogalinola
Chief Education Supervisor, SGOD

Maria Imelda S. Abejo
Senior Education Program Specialist – SocMobNet

Marife B. Brequillo
Education Program Specialist II – SocMobNet