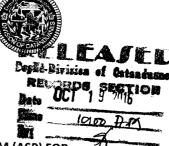


Republic of the Philippines Department of Education Region V (Bicol) DIVISION OF CATANDUANES Virac, Catanduanes

Division Memorandum No. _*IIT_*, s. 2016



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

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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	Opening Program	Maria Imelda S. Abejo, Senior Education Program Specialist Audio Visual Presentation Maria Imelda S. Abejo, Senior Education Program Specialist Bernie C. Despabiladero OIC-Asst. Schools Division Superintendent Ma. Sionne May T. Crispino Education Program Specialist II-HRD Socorro V. Dela Rosa, CESO VI Schools Division Superintendent Marife B. Brequillo Education Program Specialist II-SocMobNet
8:15 – 9:00	Overview of Adopt-a-School Program	Mr. Miguel C. Ogalinola Chief Education Supervisor, SGOD
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 Senior Education Program Specialist
11:30 – 12:00	Revisiting the Roles and Responsibilities of ASP Coordinators	Marife B. Brequillo Education Program Specialist II
12:00 – 1:00	Lunch Break	
1:00 – 2:45	Preparation of Project Proposals, MOA, DOA, DOD Contract of Usufruct	Mr. Miguel C. Ogalinola Chief Education Supervisor, SGOD
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 SEPS/EPS II – Social Mobilization and Networking
1:30 - 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

All the la

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

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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