



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region V(Bicol)

SCHOOLS DIVISION OFFICE OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph/catanduanesdiv15@gmail.com
Website: www.depedrovcatanduanes.com Tel No.: (052)811-40-83



EASE

Schools Division Office of Catanduanes

RECORDS SECTION

Date: JUL 09 2019

Time: 9:50 AM

Initial/Signature: [Signature]

DIVISION MEMORANDUM

No. 205, s. 2019

TO : **Public Schools District Supervisors
Elementary and Secondary School Heads
District ASP/BE Coordinators (Elementary)
School ASP/BE Coordinators (Elem. & Sec.)**

FROM : [Signature] **SOCORRO V. DELA ROSA, CESO V**
Schools Division Superintendent

SUBJECT : **DEPED PARTNERSHIPS DATABASE SYSTEM (DPDS) ACCESS AND
SUBMISSION OF UPDATED DISTRICT/SCHOOL ADOPT-A-SCHOOL
PROGRAM (ASP) COORDINATOR**

DATE : July 8, 2019

1. Please see the attached advisory from DepEd Central Office – External Partnerships Service (EPS) on the online reporting of the 2019 Quarterly Report on Adopt-A-School Program (ASP) re: DepEd Partnerships Database System (DPDS) Access.
2. All PSDS's and School Heads are advised to submit the updated list of Designated District and School ASP Coordinators on or before **July 15, 2019** at the SGOD Office. (Please see Enclosure No. 2 & 3)
3. **Designated district and school ASP coordinators must be COMPUTER LITERATE** since we will be using the DPDS as the official reporting system on all partnership engagement.
4. For further inquiries and clarifications, kindly contact Marife B. Brequillo, Division ASP/Partnerships Focal Person at 09394513915 and Jennifer B. Metica, Information Technology Officer I.
5. For information, guidance and compliance.

Re: DepEd Partnerships Database System (DPDS) Access

After a series of testing on its effectivity and efficiency, the Information and Communications Technology Service (ICTS) finally turned over the DepEd Partnership Database System (DPDS) to the External Partnerships Service (EPS). The DPDS shall be used as the official reporting system on all partnership engagement.

For the strategic use of the DPDS, please be guided with the following:

A. Two (2) sites will be available to access the DPDS, namely:

TEST SITE

staging.partnershipsdatabase.deped.gov.ph

LIVE SITE

partnershipsdatabase.deped.gov.ph

B. The **TEST SITE** was created for those Regions/Divisions who wish to orient their focal persons and test how the newly improved DPDS works. Access to the test site will be available upon the request of the Regional Partnership Focal Persons (RPPF) starting **Tuesday, July 09, 2019**.

C. The **LIVE SITE** is the official reporting system. All data that will be uploaded in the **LIVE SITE** will be treated as **real data** or final data for the given quarter. The live site will be accessible starting **Monday, July 15, 2019**.

D. To access the live site, please follow the instructions below:

1. Type partnershipsdatabase.deped.gov.ph in the address box.
2. Log-in with your account name:

2.1 For Regional Information Technology Officer (RITO)

- personal official DepEd Account: ex. juan.delacruz@deped.gov.ph

2.2 For Regional Partnerships Focal Persons (RPPF)

- personal official DepEd Account: ex. juan.delacruz1@deped.gov.ph

2.3 For Division Information Technology Officer (DITO)

- personal official DepEd Account: ex. juan.delacruz2@deped.gov.ph

2.4 For Division Partnerships Focal Persons (RPPF)

- personal official DepEd Account: ex. juan.delacruz3@deped.gov.ph

2.5 For Schools

- School DepEd Issued email address: ex: 100123@deped.gov.ph

3. Type your password.

4. Explore the features of DPDS.

E. The DPDS will be open to accept the 1st, 2nd and 3rd quarter reports of 2019 until 25 Sept 2019.

For further questions and clarifications, kindly contact (632) 638-8639 or email us at externalpartnerships@deped.gov.ph

Thank you very much.



Date: _____

DESIGNATION OF DISTRICT ADOPT-A-SCHOOL PROGRAM (ASP) COORDINATORS

Name: _____ Position: _____
DepEd Email Account: _____ CP No.: _____
District/Municipality: _____ School ID: _____
School: _____ Address: _____

In the exigency of the service, you are hereby designated as the **Adopt-A-School Program (ASP) Coordinator** of _____ effective immediately for this SY 2019-2020 and without additional remuneration.

Thus, you are expected to perform your responsibilities as ASP Coordinator until such time this designation is revoked.

RESPONSIBILITIES OF DISTRICT ASP COORDINATOR

1. Attends meeting, special events, trainings and workshops called for by the SDO;
2. Informs the School ASP Coordinators updates pertaining to adopt-a-school program through the conduct of district meetings;
3. Monitors all school ASP coordinators on the online submission of the quarterly report on generated resources through the DepEd Partnerships Database System (DPDS) on or before the 25th of the last month of every quarter.
4. Establishes and maintains database of information of potential education partners within their respective municipality. (*Stakeholder's Profile*)
5. Extends technical assistance to School ASP Coordinators in the preparation of Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) specially if the education private partner would like to avail of the tax incentives for donations per RA 8525 otherwise known as the Adopt-a-School Act of 1998 and Revenue Regulations No. 10-2003;
6. Coordinates with the Division ASP Coordinator regarding the review, approval and endorsement of the donor's application for availment of tax incentives to the Revenue District Office; and
7. Coordinates and facilitates the delivery of the support to the district/school as scheduled.

Prepared and submitted by:

PSDS

NOTED:

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent *[Signature]*



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Date: _____

DESIGNATION OF SCHOOL ADOPT-A-SCHOOL PROGRAM (ASP) COORDINATOR

Name: _____	Position: _____
DepEd Email Account: _____	CP No.: _____
District/Municipality: _____	School ID: _____
School: _____	Address: _____
No. of Years as ASP Coordinator: _____	Date of designation: _____

In the exigency of the service, you are hereby designated as the **Adopt-A-School Program (ASP) Coordinator** of _____ effective immediately for this SY 2019-2020 and without additional remuneration.

Thus, you are expected to perform your responsibilities as ASP Coordinator until such time this designation is revoked.

RESPONSIBILITIES OF SCHOOL ASP COORDINATOR

1. Identify potential partnering entities, which could be engaged in supporting the priority programs and projects of DepEd;
2. Establish and maintain database of information, which are essential for project planning and implementation. (*Stakeholder's Profile*);
3. Assist the School Head and private partnering entities/stakeholders in the preparation of Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) especially if the education private partner would like to avail of the tax incentives for donations per RA 8525 otherwise known as the Adopt-a-School Act of 1998 and Revenue Regulations Ni. 10-2003;
4. Coordinate with the Division ASP Coordinators regarding the review, approval and endorsement of the donor's application for availment of tax incentives to the Revenue District Office;
5. Submit all Memorandum of Agreement (MOA) and Memorandum of Understanding entered into between the school and their private partnering entities/stakeholders to the SDO Legal Officer for review and approval of the Schools Division Superintendent;
6. Coordinate, facilitate and supervise the conduct of Brigada Eskwela activities.
7. Ensure proper recording of donated properties by coordinating with the School Property Custodian class advisers and school head.
8. Consolidate and submit online the quarterly report on generated resources through the DepEd Partnerships Database System (DPDS) on or before the 25th of the last month of every quarter.

Prepared by:

Submitted by:

School Head

PSDS

NOTED:

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent