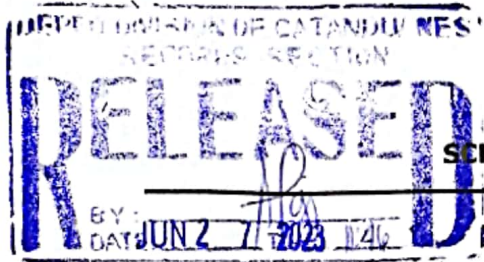




Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



June 26, 2023

DIVISION MEMORANDUM  
 OSDS-SGOD-DM- 247, s. 2023

**VIRTUAL CAPACITY BUILDING FOR NEWLY DESIGNATED DISTRICT AND SCHOOL ADOPT-A-SCHOOL PROGRAM (ASP) COORDINATORS ON THE USE OF THE ENHANCED DEPED PARTNERSHIPS DATABASE SYSTEM (DPDS) IN REPORTING PARTNERSHIP ENGAGEMENTS**

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

1. Pursuant to OU-LAPP Memo No. Q-453, s. 2021, dated September 24, 2021 titled *Implementation of the Enhanced DepEd Partnerships Database System (DPDS)*, this Office through the SGOD-Social Mobilization and Networking Unit will conduct a Virtual Capacity Building for Newly Designated District and School Adopt-a-School Program (ASP) Coordinators on the Use of the Enhanced DepEd Partnerships Database System (DPDS) in Reporting Partnership Engagements on **July 20-21, 2022** via Google Drive. The link will be sent directly to the DepEd email of the participants.

2. The activity aims to:

- a. Orient the participants in reporting all partnership data by uploading it to the system using the enhanced DPDS template.
- b. Enlighten the participants on the prescribed ASP MOA/MOU/DOD/DOA **template** to be used in accepting donations/forging partnerships with **stakeholders**.
- c. Discuss the features of the new Adopt-A-School Program Kit and the process on the availment of tax incentives by private donors pursuant to RA 8525.

3. The participants to this activity are the newly designated District and School ASP Coordinators who signed up at the given link last March 2023. They advised to have good internet connectivity during the duration of the activity.

4. Moreover, it is expected that the designated ASP Coordinator must have basic knowledge in basic computer skills particularly MS Excel and online applications.



Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

5. Below is the schedule of the activity:

Date	Participants <i>(Please Enclosure No. 2)</i>
July 20, 2023 8:00 a.m.-4:00 p.m.	Bagamanoc North & South, Baras North & South, Bato East & West, Caramoran North & South, Gigmoto, Pandan East & West
July 21, 2023 8:00 a.m.-4:00 p.m.	Panganiban, San Andres East & West, San Miguel North & South, Viga East and West, Virac North & South

6. Enclosed is the Program Matrix and the List of Participants for reference

7. For further concerns, you may contact Marife B. Brequillo, SEPS, SGOD-Social Mobilization and Networking Unit, at 0995-8438071/0939-4513915 or email at [socmob.ctd@deped.gov.ph](mailto:socmob.ctd@deped.gov.ph).

8. For immediate dissemination, guidance, and compliance.

  
**SOCORRO V. DELA ROSA, CESO V**  
 Schools Division Superintendent

Encl. : As Stated  
 Reference : DepEd Memorandum No. 020, s. 2023

To be indicated in the Perpetual Index  
 Under the following subjects:  
 PARTNERSHIPS  
 STAKEHOLDERS  
 CAPACITY BUILDING  
 DATABASE

*MBB/DM 2023/ VIRTUAL CAPACITY BUILDING FOR NEWLY DESIGNATED DISTRICT AND SCHOOL ADOPT-A-SCHOOL PROGRAM (ASP) COORDINATORS ON THE USE OF THE ENHANCED DEPED PARTNERSHIPS DATABASE SYSTEM (DPDS) IN REPORTING PARTNERSHIP ENGAGEMENTS*  
 00\_\_\_\_/June 26, 2023





Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

Enclosure No. 1 to Division Memorandum No. 247, s. 2023

**Virtual Capacity Building for Newly Designated District and School Adopt-a-School Program (ASP) Coordinators on the Use of the Enhanced DepEd Partnerships Database System (DPDS) in Reporting Partnership Engagements July 20-21, 2023 | Google Meet**

<b>TIME</b>	<b>ACTIVITY</b>	<b>In-Charge</b>
7:30 – 8:00 a.m.	Registration	<b>Online registration link</b>
8:00 – 8:35 a.m.	Opening Program	
8:00 – 8:15 a.m.	Program Preliminaries <ul style="list-style-type: none"><li>• National Anthem</li><li>• Prayer</li><li>• Catandungan Hymn</li></ul>	<b>AVP</b>
8:00 – 8:10 a.m.	Acknowledgement of Participants	<b>Imaculate T. Latorre, EPS II</b>
8:10 – 8:15 a.m.	Welcome Remarks	<b>Mary Jean S. Romero, SGOD Chief</b>
8:15 – 8:20 a.m.	Message	<b>Socorro V. Dela Rosa, SDS</b>
8:20 – 8:25 a.m.	Statement of Purpose	<b>Marife B. Brequillo, SEPS</b>
	<b>ORIENTATION PROPER</b>	
8:25 – 9:25 a.m.	<ul style="list-style-type: none"><li>• Review of the DPDS New Features</li><li>• Enhanced DPDS Updates</li></ul>	<b>Marife B. Brequillo, SEPS</b>
9:25 – 9:30 a.m.	<i>Health Break</i>	
9:30 – 10:00 a.m.	<ul style="list-style-type: none"><li>• Walkthrough of DPDS</li></ul>	
10:00 – 11:00 a.m.	<ul style="list-style-type: none"><li>• DPDS School User Guide</li></ul>	<b>Marife B. Brequillo, SEPS</b>
11:00 – 12:00 p.m.	<ul style="list-style-type: none"><li>• Features of the New ASP Kit</li></ul>	
	<i>Lunch Break</i>	
1:00 – 2:30 p.m.	<ul style="list-style-type: none"><li>• Process on the availment of tax incentives by private donors pursuant to RA 8525</li></ul>	<b>Atty. Norlito Jr. P. Agunday</b> Attorney III, Legal Officer
2:30 – 3:30 p.m.	<ul style="list-style-type: none"><li>• MOA/MOU/DOD/DOA Prescribed Template for Adopt-A-School Program</li></ul>	
3:30 – 3:40 p.m.	Open Forum	<b>Imaculate T. Latorre, EPS II</b>
3:40 – 3:45 p.m.	Closing Message	<b>Aroline T. Borja, SGOD EPS</b>
3:45 – 4:00 p.m.	Closing Prayer	<b>AVP</b>
	<b>Moderator:</b>	<b>Imaculate T. Latorre, EPS II</b>





Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

Enclosure No. 2 to Division Memorandum No. 247, s. 2023

**LIST OF NEWLY DESIGNATED ASP COORDINATORS**

No.	District	Name of Newly Designated ASP Coordinator	School	School ID	Designation
1	Bagamanoc North	ANA MERLA L. RODRIGUEZ	Sagrada Elementary School	113158	District ASP Coordinator
2	Bagamanoc north	Wilfred Villaflor	Bugao Central ES	113154	School ASP Coordinator
3	Bagamanoc North	JERRY C. VELCHEZ	Sagrada Elementary School	113158	School ASP Coordinator
4	Bagamanoc North	Ma. Gelyn D. Segismundo	Bugao National High School	302076	School ASP Coordinator
5	Bagamanoc South	Reynalyn S. Sunguad	Quigaray ES	113163	School ASP Coordinator
6	Bagamanoc South	Melody R. Taller	Bagamanoc Rural Development High School	302072	School ASP Coordinator
7	Baras North	Diane April B. Gianan	Puraran Elementary School	113170	School ASP Coordinator
8	Baras North	MARY JEANE V. SORIA	Benticayan Elementary School	113167	School ASP Coordinator
9	Baras North	ANNABEL T. DELOS REYES	GENTLIGAN ES	113168	School ASP Coordinator
10	BARAS NORTH	CECILLE T. DEL BARRIO	GUINSAANAN ELEM. SCHOOL	113169	School ASP Coordinator
11	Baras North	Alice B. Dio	San Miguel Elementary School	113171	School ASP Coordinator
12	BARAS NORTH	LEANDRO A. GUERRERO	AGBAN NATIONAL HIGH SCHOOL	302070	School ASP Coordinator
13	Baras South	ANDRES G. TANAEL JR.	Abihao Elementary School	113172	School ASP Coordinator
14	Baras South	NELLY O. CHAVEZ	Macutal Elementary School	113175	School ASP Coordinator
15	Baras South	Julie ann M. Tuboro	Salvacion Elementary School	113179	School ASP Coordinator
16	Bato east	Rowena T. Trono	Batalay Elementary school	113181	School ASP Coordinator
17	Bato East	Rodilyn T. Avila	San Roque Elementary School	113190	School ASP Coordinator
18	Bato West	Shiela B.Rojas	Cabugao Integrated School	500032	School ASP Coordinator
19	Bato West	Elena C. Timajo	Guinobatan ES	113192	School ASP Coordinator
20	Bato West	Aureel P. Sabalas	Sipi Elementary School	113195	District/School ASP Coordinator
21	Caramoran North	Marichris B. Eusebio	San Jose Elementary School	113203	District ASP Coordinator
22	Caramoran North	Charmine Galicia	Dariao Elementary School	113199	School ASP Coordinator
23	Caramoran North	MAY ANN T. BRIÑAS	DARIAO NATIONAL HIGH SCHOOL	302086	School ASP Coordinator
24	Caramoran North	Connie S. Tugado	Panique Elementary School	113202	School ASP Coordinator





Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

25	Caramoran North	JERLY O TAPAR	TUCAO-MAYSURAM ES	113205	School ASP Coordinator
26	Caramoran North	LEONITA D. ISORENA	Caramoran Central Elementary School	113198	School ASP Coordinator
27	Caramoran South	Charmaine Kaye A. Magdahong	Iyao Elementary School	113210	School ASP Coordinator
28	Caramoran South	Rowena L. Aznar	Supang Elementary School	113216	School ASP Coordinator
29	Caramoran South	Gerald T. Tuno	Caramoran School of Fisheries	302082	School ASP Coordinator
30	Caramoran South	NORMA B. ALANO	Inalmasinan Elementary	113209	School ASP Coordinator
31	Caramoran South	JACQUELINE T. GELICAME	Sabloyon Elementary School	113214	School ASP Coordinator
32	Caramoran South	Wilma B. Frondoza	Milaviga Integrated School	500415	School ASP Coordinator
33	Caramoran South	DANILYN L. ALFARO	SALVACION ELEMENTARY SCHOOL	113215	School ASP Coordinator
34	Gigmoto	Carmelo T. Tatad	Gigmoto Central ES	113220	District ASP Coordinator
35	Gigmoto	Erme T. Obogne	Dororian Elementary School	113219	School ASP Coordinator
36	Gigmoto	Allen T. Ubalde	Dominador C. Guerrero ES	174010	School ASP Coordinator
37	GIGMOTO	JENNIFER T. BANDULA	GIGMOTO RDHS	302088	School ASP Coordinator
38	Gigmoto	Leland B. Tolledo	Sicmil Integrated School	500033	School ASP Coordinator
39	Gigmoto	German T. Tejada Jr.	Dororian National High School	302087	School ASP Coordinator
40	Gigmoto	KATHLEEN JANE T. ROMERO	Biong Elementary School	113218	School ASP Coordinator
41	Pandan east	Joelyn F Rima	Jose O. Vera Elementary School	113227	School ASP Coordinator
42	Pandan East	Marlene C. Gianan	San Isidro Elementary School	113231	School ASP Coordinator
43	PANDAN EAST	MAUREEN V. FRANCISCO	BALDOC ELEMENTARY SCHOOL	113224	School ASP Coordinator
44	Pandan East	ANDREW A. AZUL	Hiyop ES	113226	School ASP Coordinator
45	Pandan East	Sheila S. Robrigado	Canlubi Elementary School	113225	School ASP Coordinator
46	Pandan East	Hazel Joy T. Isorena	Tabugoc Central Elementary School	113232	School ASP Coordinator
47	PANDAN EAST	JONALYN V. SALES	LOURDES ELEMENTARY SCHOOL	113228	School ASP Coordinator
48	Pandan East	Angelita E. Frias	Porot Elementary School	113230	School ASP Coordinator
49	Pandan West	DAISY D. EUSEBIO	Balognonan ES	113234	School ASP Coordinator
50	PANDAN WEST	RENE C. MAGDARAOG	CARUYO PRIMARY SCHOOL	174009	School ASP Coordinator
51	PANDAN WEST	EDUARD PAUL T. RAVAGO	SAN RAFAEL ELEMENTARY SCHOOL	174014	School ASP Coordinator
52	Pandan West	Karen Icaonapo De Quiros	San Andres Elementary School	113241	School ASP Coordinator





Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

53	PANDAN WEST	RHEA MARIE I. ICALABIS	PANUTO ES	113240	School ASP Coordinator
54	PANDAN WEST	FLORENCE T. AZNAR	PANDAN SCHOOL OF ARTS AND TRADES	302094	School ASP Coordinator
55	Pandan West	Rosevell B. Celestino	Bagawang ES	113233	School ASP Coordinator
56	Pandan West	Margie T. Condono	Tariwara Elementary School	113243	School ASP Coordinator
57	Pandan West	Cynthia D. San Juan	Pandan CES	113239	School ASP Coordinator
58	Panganiban	Maria Teresa C.Villegas	Mabini Elementary School	113250	School ASP Coordinator
59	Panganiban	Ma. Jessa A. Villarino	Burabod Community School	113247	School ASP Coordinator
60	Panganiban	Mary Ann D.Tilo	Panganiban CES	113253	School ASP Coordinator
61	Panganiban	Marites L. Briones	Tibo Elementary School	113255	School ASP Coordinator
62	Panganiban	Rosalie O. Walet	Cabuyoan ES	113248	School ASP Coordinator
63	San Andres East	Jennifer P. Manlagnit	Alibuag Elementary School	113256	School ASP Coordinator
64	San Andres East	Aileen S. Salvador	Jose Rizal ES	113261	School ASP Coordinator
65	San Andres East	Marisol R. Toldeo	San Andres CES	113264	School ASP Coordinator
66	San Andres West	Rodel M. Cerico	Barihay Elementary School	113270	School ASP Coordinator
67	San Andres West	Charlene A. Gianan	San Isidro ES	113281	School ASP Coordinator
68	San Andres West	MITSHELINE O. SURBAN	Tibang Elementary School	113283	School ASP Coordinator
69	San Andres West	ZYREL G. ARCILLA	Maygnaway ES	113279	School ASP Coordinator
70	San Andres West	Raquel G. Bañas	Cabungahan ES	113273	School ASP Coordinator
71	San Andres West	Robert S. Soneja	San Vicente ES	113282	School ASP Coordinator
72	San Andres West	Avigale P. Valencia	Manambrag NHS	302091	School ASP Coordinator
73	San Andres West	Erlly F. Teoxon	Bislig Elementary School	113271	School ASP Coordinator
74	San Andres-West	Nestor L. Alapide	Cabcab NHS	302078	School ASP Coordinator
75	San Miguel North	Rosa B. Austero Jra.	Mabato CES	113290	School ASP Coordinator
76	San Miguel North	Gladys V. Tabirao	KILIKILIHAN ES	113289	School ASP Coordinator
77	San Miguel North	RODELYN T. MAGTAGNOB	Tobrehon ES	113297	School ASP Coordinator
78	San Miguel North	GLADYS L. BAGADIONG	ALMA ES	113285	School ASP Coordinator
79	San Miguel North	Jocelle P. Tresvalles	JMA Tucao ES	113298	School ASP Coordinator
80	San Miguel North	Princess Kaye T. Torrente	Caglatawan ES	113287	School ASP Coordinator





Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

81	San Miguel North	Josephine S. Bulia	Siay Elementary School	113296	School ASP Coordinator
82	San Miguel South	Josette T. Tosoc	Boton Primary School	174015	School ASP Coordinator
83	San Miguel South	Ena R. Marino	Katipunan E S	113301	School ASP Coordinator
84	San Miguel South	Gretchen L. Leonardo	Solong Primary School	113306	School ASP Coordinator
85	San Miguel South	SHERYLL T. FERRER	SAN MIGUEL CES	113305	School ASP Coordinator
86	San Miguel South	RONNEL R. TATEL	SAN MIGUEL RDHS	302098	School ASP Coordinator
87	Viga East	Wedalyn E. Boragay	Buenavista ES	113310	School ASP Coordinator
88	Viga East	Lyra M Conche	Tambognon NHS	302104	School ASP Coordinator
89	Viga East	Lourdes O. Tupas	Soboc Elementary School	113313	School ASP Coordinator
90	Viga West	Ricshell O. Dedase	San Vicente ES	174011	School ASP Coordinator
91	Viga West	ROSEMARIE O. BUENDIA	Quezon ES	113325	School ASP Coordinator
92	Viga West	ROSIE O. DEL ROSARIO	OGBONG ES	113322	School ASP Coordinator
93	Viga West	Maeann R. Omayan	Mabini ES	113321	School ASP Coordinator
94	Viga West	PINKY T. ALAURIN	San Jose NHS	302090	School ASP Coordinator
95	Viga West	Yoly V. Tolod	San Jose ES	113329	School ASP Coordinator
96	Viga West	Noemic O. Ogena	Del Pilar ES	113320	School ASP Coordinator
97	Viga West	Gilda T. Ogalesco	Sagrada ES	113328	School ASP Coordinator
98	Viga West	Francis Mae Tugay Tomanog	Osmena ES	113323	School ASP Coordinator
99	Virac North	FLORENTINA S. MOLTO	VIRAC PILOT ES	113352	School ASP Coordinator
100	Virac North	Jessica A. Alcantara	Calatagan High School	302084	School ASP Coordinator
101	Virac North	Anne Marianne Osila	Catanduanes NHS	302083	School ASP Coordinator
102	Virac North	Nieva Rodriguez	Buyo Integrated School	500031	School ASP Coordinator
103	Virac North	Jeffrey S. Tañon	Dugui Too ES	113340	School ASP Coordinator
104	Virac North	Christine Joy M. Quintal	Sogod Simamla ES	113341	School ASP Coordinator
105	Virac North	MARICON A. MONJARDIN	Dugui San Isidro Elementary School	113339	School ASP Coordinator
106	Virac North	Rochele T Ligbos	Sto.Domingo ES	113349	School ASP Coordinator
107	Virac south	Maricel A Besonia	Pajo baguio es	113365	School ASP Coordinator
108	Virac South	Helen M. Tayobana	Palta Saday ES	113369	School ASP Coordinator





Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

109	Virac south	Anna Liza T. Sorreda	Sto. Cristo ES	113370	School ASP Coordinator
110	Virac South	Mary Jean T. Bueno	Palta Saday ES	113369	School ASP Coordinator
111	Virac South	MERLY M. SOMIDO	SAN ISIDRO VILLAGE ES	174006	School ASP Coordinator
112	Virac South	NORIELYN MACA ROMERO	Balite ES	113354	School ASP Coordinator
113	Virac South	Erika Gelaine A. Oabel	Virac CES	113373	District/School ASP Coordinator
114	Virac South	Marichelle C. Bernal	Buenavista ES	113356	School ASP Coordinator
115	Virac South	Esmeralda S.Mercado	Hawan Ilaya Elem School	113361	School ASP Coordinator
116	Virac South	Maricon T. Parro	Hawan NHS	302089	School ASP Coordinator
117	Virac South	Crizaneth V. Napalan	Calampong ES	113357	School ASP Coordinator
118	Virac South	RHONALYN P. TOLEDO	Talisoy ES	113371	School ASP Coordinator
119	Virac South	DAISY ROSE T. PADAYAO	Palta National High School	302093	School ASP Coordinator
120	Virac South	Jocelyn T. Nantes	Palta Elementary School	113368	School ASP Coordinator

