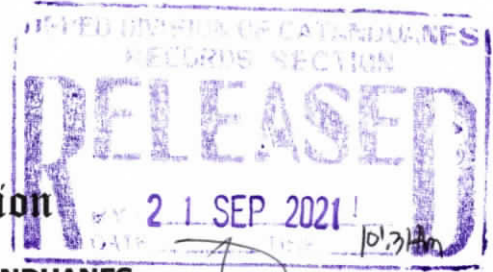




Republic of the Philippines  
**Department of Education**  
REGION V – BICOL

**SCHOOLS DIVISION OFFICE OF CATANDUANES**



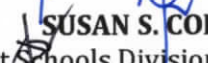
September 20, 2021

**DIVISION MEMORANDUM**  
OSDS-SGOD-DM- 42 s. 2021

**REITERATION ON THE SUBMISSION OF ADOPT-A-SCHOOL PROGRAM (ASP) QUARTERLY REPORTS THROUGH DEPED PARTNERSHIPS DATABASE SYSTEM (DPDS)**

TO: Public Schools District Supervisors  
Elementary and Secondary School Heads  
District and School Adopt-A-School Program Coordinators  
All concerned

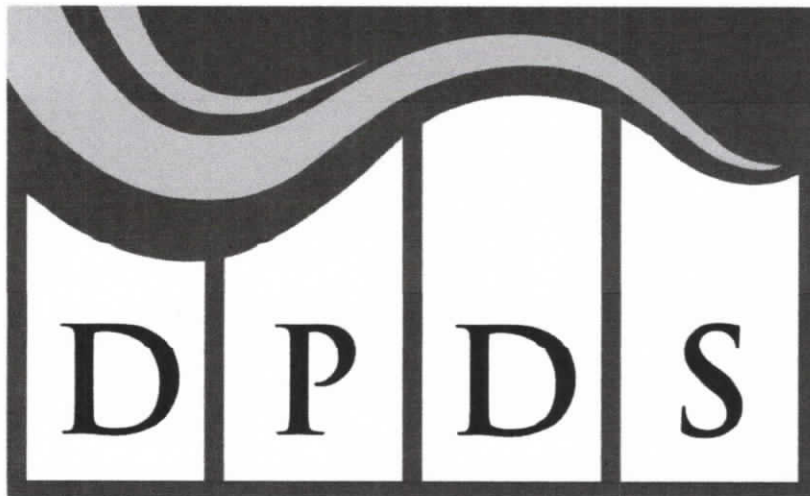
1. Pursuant to DepEd Order No. 2, s. 2013, *Revised Implementing Rules and Regulations of Republic Act No. 8525 otherwise known as the Adopt-A-School Program Act*, reporting on the Adopt-A-School Program shall be made quarterly to monitor the donations to schools by the stakeholders.
2. This Office would like to remind all heads of public elementary and secondary schools on the submission of **Adopt-A-School Program** report through the **DepEd Partnerships Database System (DPDS)**. You may log in at **partnershipsdatabase.deped.gov.ph** using the assigned username and password. The system will be accepting the 2<sup>nd</sup> quarter report until September 30, 2021.
3. Likewise, the monthly reporting for partnership initiatives that includes reports from July, August, and September 2021 will start on October 1, 2021, and to be uploaded at the Enhanced DPDS using the same username and password.
4. Attached is the Enhanced DPDS School User Guide for reference.
5. For queries and clarifications, please contact Marife B. Brequillo, SEPS, SGOD-Social Mobilization and Networking Unit at 09394513915/09958438071.
6. For information and strict compliance.

  
**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE  
User Support Division



**DepEd Partnerships Database System**

# **DEPED PARTNERSHIPS DATABASE SYSTEM**

USER GUIDE

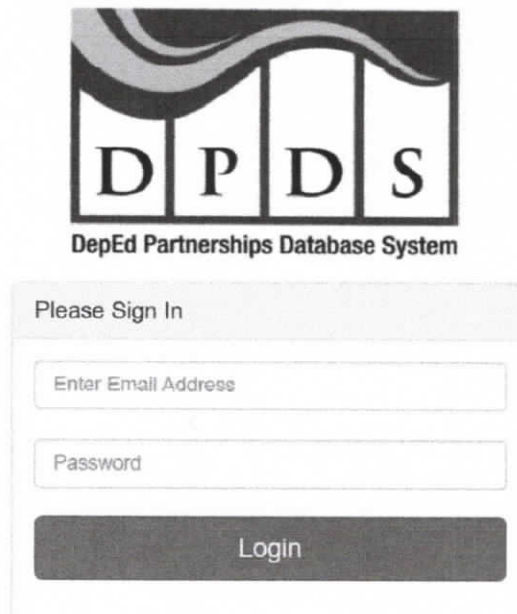
## Logging In

1. Log in to <https://partnershipsdatabase.deped.gov.ph/>.
2. The **Data Privacy Notice** window will pop-up. Read and understand the **Privacy Notice**. If you agree to its terms, click **Accept and Continue** button to proceed to the Login Page.



The screenshot shows a window titled "Data Privacy Notice" for the "DepEd Partnerships Database System". At the top is the DPDS logo, which consists of a stylized wave above the letters "D P D S" in a grid, with "DepEd Partnerships Database System" written below. The notice text reads: "The Department of Education - External Partnerships Service is collecting data on partnership engagements in all levels of governance for reporting purposes. All the data collected shall be used solely by the School, Division, Region and Central Office and will not be forwarded to external parties, unless in case of an emergency." Below this, it states: "The safekeeping of the records shall be in accordance with the established procedures of the Department in record handling." At the bottom right, there is a button labeled "Accept and Continue".

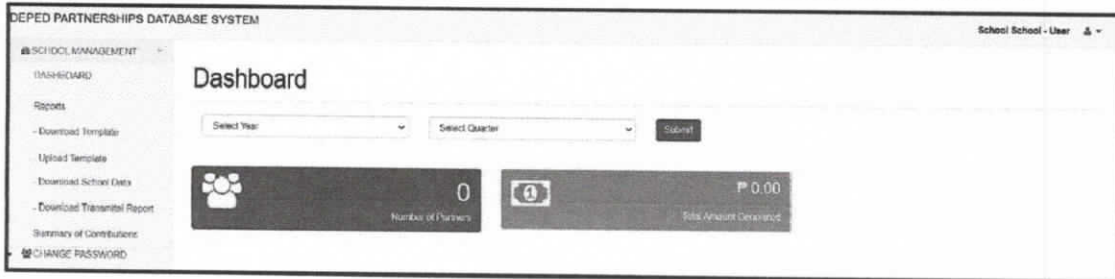
3. Sign in using your DepEd Email Address (@deped.gov.ph).



The screenshot shows the "Sign In" page for the "DepEd Partnerships Database System". At the top is the DPDS logo, identical to the one in the previous screenshot. Below the logo, the text "Please Sign In" is displayed. There are two input fields: "Enter Email Address" and "Password". Below these fields is a dark grey button labeled "Login".

## Dashboard

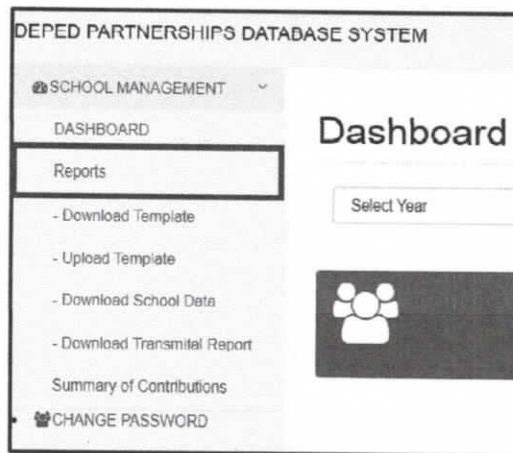
Number of Partners and Total Amount Generated can be monitored through the **Dashboard**.



## Reports

You can browse through the reports or search for the Year, Quarter, Partner Name, Partner type, and Contribution type.

1. Click **Reports** to pull up the **Reports**.



2. You can search and select any the following filters: **Year, Quarter, Month, Partner Name, Partner type, or Contribution type**; and download it using **Download Detailed Report** and **Download Summary Report**. *\*Note: If you choose 2021 and above, A Month filter will appear that is only applicable in that specific year.*

Report

Year:  Quarter:

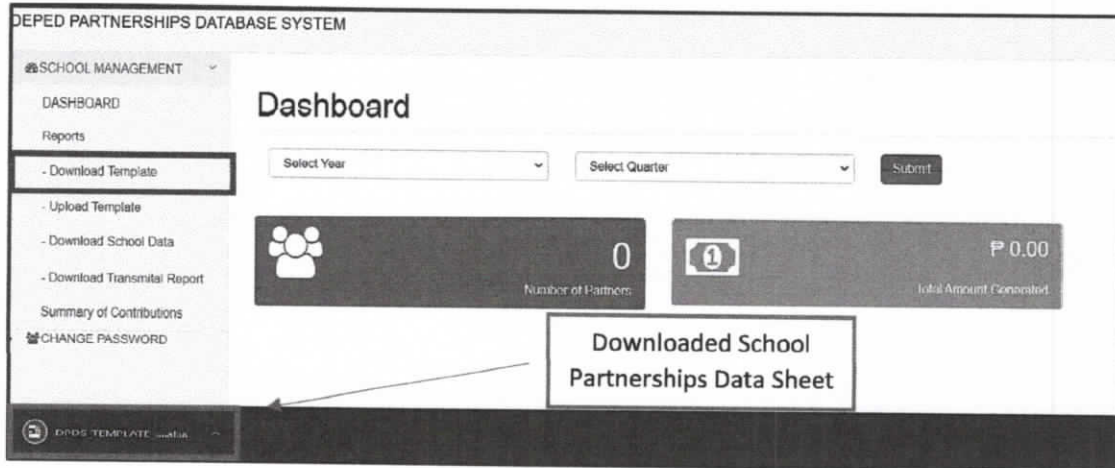
Partner Name:  Partner Type:  Contribution Type:

Quarter	School Name	School ID	Partner Name	Partner Type	Contribution Type	Contribution Type(Others)	Amount
3rd Quarter	School	123456	PARENTS	Private_Sector	Volunteer_Hours	-	P 28,125.00
3rd Quarter	School	123456	CITY HEALTH CENTER	Public_Sector	Leamer_Wellness_Health_Nutrition	-	P 5,000.00
4th Quarter	School	123456	PARENTS	Private_Sector	Volunteer_Hours	-	P 25,000.00
4th Quarter	School	123456	CAFGU	Public_Sector	Technical_Assistance	-	P 5,000.00
4th Quarter	School	123456	Department of Labor and Employment (DOLE)	Public_Sector	Technical_Assistance	-	P 4,000.00

## Download and Upload Template

You can download the template and upload it through the Download Template and Upload Template.

### 1. Select Download Template.



- You must fill out the **School Partnerships Data Sheet**, take note that all fields are required in order to successfully upload the file; Otherwise, the file will not upload successfully. *\*Note: Fill out this manually, and do not copy and paste. Hereunder is the step by step procedure on How to Accomplish School Partnerships Data Sheet (SPDS).*

- Open the PDS downloaded file from DPDS and click “enable content” button found at the upper right corner of the screen in the security warning sign.
- Complete the Period Indicator, School Information and Accountable Person fields, which can be found in the PDS header.
- Click the dropdown list under the General and Specific Partner Type column and choose the appropriate entry. For data entries that are not included in the dropdown list, click “Others (specify in remarks)”.
- Click the partner name provided in the dropdown list. May also opt to encode the Partner Name (partner organization/individual) in the given cell.
- Encode the Partner Contact details (email address/contact number).
- Click and chose the Contribution Type and Specific Contribution Type from the dropdown list. For data entries not included in the dropdown list, click “Others (specify in remarks)”. The cursor will prompt the user to specify the details in the given cell.
- Encode the Unit of Contribution and Quantity Contributed. Unit of contribution should be encoded as “alpha” (e.g. pc., set, others) while Quantity Contributed should be encoded as “numeric” (e.g. 1, 30 ..).
- Encode the Actual Amount/Value of Contribution in Pesos. **Currency sign should not be encoded.** (e.g. 2000 instead of Php 2,000.00)

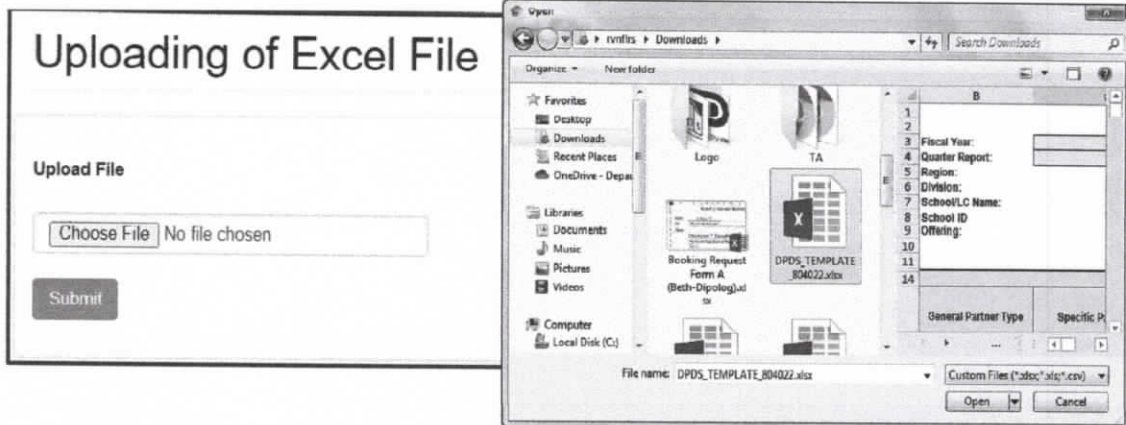
- i. Encode the No. of Beneficiary Learners and No. of Beneficiary Personnel. Click and choose the Form of Agreement from the dropdown list. For data entries not included in the dropdown list, click "Others (specify in remarks)". The cursor will prompt the user to specify the details in the given cell.
- j. Encode the signatory name of the partner organization/individual and his/her designation.
- k. Encode the Agreement Start Date and Agreement End Data using the format: mm/dd/yyyy. Make sure that the date setting in your Control Panel follows the said format.
- l. Encode the Project Category and Project Name. Click and choose the status of agreement/project from the dropdown list. For data entries not included in the dropdown list, click "Others (specify in remarks)". The cursor will prompt the user to specify the details in the given cell.
- m. Click and choose the institution who initiated the partnership from the dropdown list. For additional entry, encode the details in the next row. Do not put space or an empty row in between the entries for the system to be able to consolidate all the entries in the given template
- n. Once all the entries are encoded, save the file.

Example filename:

- pds\_(region)\_division\_SchoolName\_SchoolID\_(month)\_(quarter)\_(year)
- e.g.: pds\_r1\_launion\_launionnhs\_123456\_oct\_q1\_2021

Refer to the attached **Annex A** on the details of the PDS data elements for your reference and guidance.

### 3. Select Upload Template.



- a. Click **Choose File**, A File Manager will appear, and select the file to be uploaded in the system.
- b. Click **Submit** button.
- c. You will be prompted **Data has been uploaded successfully**; Click **OK** to confirm.



- You can filter it by Year, Month and Quarter. You can also Download Summary. *\*Note: If you choose **2021 and above**, A Month filter will appear that is only applicable in that specific year.*

Summary of Contributions

Select Year:  Select Quarter:

Contribution Type	Number of Partners	Actual Amount/Value of Contribution(In Pesos)	Number of Beneficiary Learners
Appliances_Equipment	4	P 15,480.00	148
Financial_Support	42	P 356,700.00	14,301
Furniture	4	P 47,100.00	89
Infrastructure	10	P 9,330,800.00	1,001
Learner_School_Supplies_Uniforms	4	P 13,580.00	1,350
Learner_Wellness_Health_Nutrition	0	P 21,466.00	2,630
Others (specify in remarks)	83	P 197,833.00	24,605
Technical_Assistance	2	P 8,000.00	375
Volunteer_Hours	88	P 888,113.25	21,668
Work_Immersion	4	P 85,100.00	38
<b>TOTAL:</b>		<b>P 4,649,385.25</b>	

## Change Password

You can change the password for the security of your account.

Change Password

**Old Password**

**New Password**



**ANNEX A**

**DATA ELEMENT DESCRIPTION**

**PERIOD INDICATOR**

No.	Data Element	Description
1	Fiscal Year	Fiscal year when the PDS was accomplished.
2	Quarter Report	Quarter of the fiscal year when the PDS was accomplished.
3	Monthly Report	Month of the fiscal year when the PDS was accomplished. (shall be available at the 4 <sup>th</sup> Quarter of 2021)

**SCHOOL INFORMATION**

No.	Data Element	Description
1	Region	Geographic location of school defined according to NSCB's National Standard Geographic Classification Code.
2	Division	DepEd Division (province or city) supervising the school.
3	School/Community Learning Center Name	Official name as registered in DepEd (E-BEIS)
4	School ID	Unique 6-digit reference number issued to schools in the basic education system (not applicable for CLC).
5	School Offering	Classification of the level of education/curricular offering of the school/community learning center. <ul style="list-style-type: none"> <li>• ES</li> <li>• JHS</li> <li>• SHS</li> <li>• CLC</li> </ul>

**ACCOUNTABLE PERSON**

No.	Data Element	Description
1	Prepared by	Name of the person who prepared the PDS.
2	Position/Designation	Position and Designation of the person who prepared the PDS.
3	Contact No.	Contact information of the person who prepared the PDS.
4	Date	Date when the PDS was prepared
5	Approved by	Name of the person who approved the PDS.
6	Position/Designation	Position and Designation of the person who approved the PDS.
7	Contact No.	Contact information of the person who approved the PDS.
8	Date	Date when the PDS was approved

**SCHOOL / COMMUNITY LEARNING CENTER PARTNERS**

No.	Data Element	Description
1	General Partner Type	Sector classification of the partner organization/individual.
2	Specific Partner Type	Specific classification of partner organization/individual based on sector.
	✓ Private Sector	<ul style="list-style-type: none"> <li>• Private Company</li> <li>• Corporate Foundation</li> <li>• Private Individual</li> <li>• Others (specify in remarks)</li> </ul>
	✓ Public Sector	<ul style="list-style-type: none"> <li>• National Government Agency</li> <li>• Congress (House of Representative/Senate)</li> <li>• GOCC (Government-owned and controlled corporations)</li> <li>• LGU-Province</li> <li>• LGU-Municipality</li> <li>• LGU-City</li> <li>• LGU-Barangay</li> <li>• State Universities and Colleges (SUCs)</li> <li>• Others (specify in remarks)</li> </ul>
	✓ Civil Society Organization	<ul style="list-style-type: none"> <li>• Non-Government Organizations</li> <li>• Faith-Based Organizations</li> <li>• People's Organizations</li> <li>• Professional Associations</li> <li>• Cooperatives</li> <li>• Trade Unions</li> <li>• Media Associations</li> <li>• Others (specify in remarks)</li> </ul>
	✓ International	<ul style="list-style-type: none"> <li>• Government</li> <li>• INGO-International Non-Government Organizations</li> <li>• Others (specify in remarks)</li> </ul>
3	Partner Name	Name of the partner organization/individual.
4	Partner Contact Details	Contact information of the partner organization/individual.

**PARTNER'S CONTRIBUTIONS**

No.	Data Element	Description
1	Contribution Type	Class of partner's contribution <ul style="list-style-type: none"> <li>• Advocacy Support</li> <li>• Appliances</li> <li>• Attendance</li> <li>• Disaster Prevention and Emergency Kits</li> <li>• Disinfection and Cleaning Supplies and Equipment</li> <li>• Educational Field Trip and Similar Activities</li> <li>• Financial Literacy</li> <li>• Financial Support</li> <li>• Furniture</li> <li>• ICT Equipment and Technology</li> <li>• Infrastructure</li> <li>• Learner's school supplies and uniforms</li> <li>• Learner's wellness, health and nutrition</li> <li>• Learning Session on Health and Wellness of Personnel</li> <li>• Mental Health and Psychological Support Services</li> <li>• Printed and Electronic Learning Materials</li> <li>• Policy Support</li> <li>• Technical Assistance</li> <li>• Transportation Support</li> <li>• TV and Radio Broadcast/Airtime and Learning Management System (LMS)</li> <li>• Use of facilities</li> <li>• Volunteer Hours</li> <li>• Work Immersion</li> <li>• Others (specify in remarks)</li> </ul>
2	Specific Contribution Type	Specific Type of contribution based on class
	<ul style="list-style-type: none"> <li>• Advocacy Support</li> </ul>	None
	<ul style="list-style-type: none"> <li>• Appliances</li> </ul>	<ul style="list-style-type: none"> <li>• Air-conditioning Units</li> <li>• CCTV</li> <li>• DRR Equipment</li> <li>• Electric Fans</li> <li>• Microwave</li> <li>• Television</li> <li>• Wall/Alarm Clock</li> <li>• Gardening Tools</li> <li>• Gas Stove</li> <li>• Glassware</li> <li>• Kitchenware</li> <li>• Oven</li> </ul>

	<ul style="list-style-type: none"> <li>• Radio System</li> <li>• Science Laboratory Equipment</li> <li>• Solar Panels</li> <li>• Sound System</li> <li>• Sports Equipment</li> <li>• Sprinkler</li> <li>• Others (specify in remarks)</li> </ul>
<ul style="list-style-type: none"> <li>• Attendance</li> </ul>	None
<ul style="list-style-type: none"> <li>• Disaster Prevention and Emergency Kits</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Extinguishers</li> <li>• Emergency Lights</li> <li>• Hard Caps</li> <li>• Whistle with Lace</li> <li>• Personal Protective supplies (facemask, shield, hand gloves, eye googles, PPEs, etc.)</li> <li>• Go Bags</li> <li>• DRR Equipment</li> <li>• Fire Alarm</li> <li>• Fire Hose</li> <li>• Thermal/Temperature Scanner</li> <li>• First Aid/Emergency Kits</li> <li>• Medical Consultation</li> <li>• Food Items and Food Supplements</li> <li>• Medical Services, Supplies and Equipment</li> <li>• Others (specify in remarks)</li> </ul>
<ul style="list-style-type: none"> <li>• Disinfection and Cleaning Supplies and Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Sanitizers</li> <li>• Alcohol</li> <li>• Disinfectants</li> <li>• Anti-Bacterial or Germicidal Soaps</li> <li>• Cleaning Equipment</li> <li>• Personal Hygiene</li> <li>• Misting Machine</li> <li>• Foot Bath</li> <li>• Others (specify in remarks)</li> </ul>
<ul style="list-style-type: none"> <li>• Educational Field Trip and Similar Activities</li> </ul>	None
<ul style="list-style-type: none"> <li>• Financial Literacy</li> </ul>	None
<ul style="list-style-type: none"> <li>• Furniture</li> </ul>	<ul style="list-style-type: none"> <li>• Armchairs</li> <li>• Blackboard</li> <li>• Desks</li> <li>• Door</li> <li>• Monoblock chairs</li> <li>• Shelves/cabinets</li> <li>• Sofa/sala sets</li> </ul>

	<ul style="list-style-type: none"> <li>• Tables</li> <li>• Teachers' Chair</li> <li>• Teachers' Table</li> <li>• Window/panels</li> <li>• Other furniture (specify in remarks)</li> </ul>
<ul style="list-style-type: none"> <li>• ICT Equipment and Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Peripherals</li> <li>• Computers</li> <li>• DVD Player</li> <li>• DVD/CD</li> <li>• Earphone/Headphone</li> <li>• E-books</li> <li>• E-channel Subscription</li> <li>• Fax Machine</li> <li>• Flashdrive</li> <li>• Internet Connectivity</li> <li>• Ipad/Tablets</li> <li>• Laptops</li> <li>• LCD Projector</li> <li>• Photocopier</li> <li>• Printer</li> <li>• Scanner</li> <li>• Software</li> <li>• Telephone Line</li> <li>• Monitors</li> <li>• Interactive Whiteboard</li> <li>• White Screen</li> <li>• Solar Panels</li> <li>• Electricity</li> <li>• Car Batteries</li> <li>• Generator</li> <li>• Premium membership in remote working tools (Zoom, Ms. Teams, etc.)</li> <li>• Prepaid Load card (Call, text and data)</li> <li>• Hard drive and USB Storage</li> <li>• Risograph/Duplo Machine</li> <li>• Voice Recorded</li> <li>• Others (specify in remarks)</li> </ul>
<ul style="list-style-type: none"> <li>• Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• New Classroom construction</li> <li>• Classroom repair</li> <li>• New comfort room construction</li> <li>• Comfort room repair</li> <li>• Hardware/construction materials</li> <li>• New laboratory construction</li> </ul>

	<ul style="list-style-type: none"> <li>• Feeding program</li> <li>• Medical check-up</li> <li>• Medicine</li> <li>• Personal hygiene</li> <li>• Physical Fitness Activities</li> <li>• Rubber mat</li> <li>• Seedlings/sapling</li> <li>• Seeds</li> <li>• Sports clinic</li> <li>• Vitamins</li> <li>• Others (specify in remarks)</li> </ul>
<ul style="list-style-type: none"> <li>• Learning Sessions on Health and Wellness of Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity Building (Webinar or Face-to-Face)</li> <li>• Insurance</li> <li>• Scholarship grant</li> <li>• Training, Skills Development</li> <li>• Teaching and Learning Aids and Devices</li> <li>• Wellness, Health and Nutrition Packages</li> <li>• Others (specify in remarks)</li> </ul>
<ul style="list-style-type: none"> <li>• Mental Health and Psychosocial Support Services</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of Psychological First Aid</li> <li>• Mental Health Survey</li> <li>• Consultation with Professional Psychologist</li> <li>• Mental Health Check up</li> <li>• Mindfulness Exercises and Activities</li> <li>• Others (specify in remarks)</li> </ul>
<ul style="list-style-type: none"> <li>• Printed and Electronic Learning Materials</li> </ul>	<ul style="list-style-type: none"> <li>• Self-Learning Modules (SLM)/Electronic and printed</li> <li>• Printed Learning Materials (Textbook, Activity Sheets, Study Guides, Reference Materials)</li> <li>• Reproduction and Distribution of Printed Materials</li> <li>• Others (specify in remarks)</li> </ul>
<ul style="list-style-type: none"> <li>• Policy Support</li> </ul>	None
<ul style="list-style-type: none"> <li>• Technical Assistance</li> </ul>	None
<ul style="list-style-type: none"> <li>• Transportation Support</li> </ul>	<ul style="list-style-type: none"> <li>• Bicycles</li> <li>• Boat</li> <li>• Bus</li> <li>• Car</li> <li>• Jeepney</li> <li>• Motorcycles</li> <li>• Pick-up</li> <li>• Vans</li> <li>• Logistics and Delivery</li> <li>• Transportation Allowance</li> <li>• Others (specify in remarks)</li> </ul>

	<ul style="list-style-type: none"> <li>TV and Radio Broadcast/Airtime and Learning Management System (LMS)</li> </ul>	<ul style="list-style-type: none"> <li>Antenna/Cable or Satellite Connection</li> <li>Online Learning Platform – Learning Management System</li> <li>Indigenous Mode of Communication</li> <li>Radio with AM/FM Channel Airtime</li> <li>TV Channel and Airtime</li> <li>Others (specify in remarks)</li> </ul>
	<ul style="list-style-type: none"> <li>Use of Facilities</li> </ul>	<ul style="list-style-type: none"> <li>Work Immersion workshop</li> <li>Livelihood</li> <li>Venue for Special Events</li> <li>Venue for Religious Events</li> <li>Others (specify in remarks)</li> </ul>
	<ul style="list-style-type: none"> <li>Volunteer Hours</li> </ul>	<ul style="list-style-type: none"> <li>Brigada Pagbasa</li> <li>Carpentry</li> <li>Electrical/electronics</li> <li>Landscaping/gardening</li> <li>Masonry</li> <li>Ordinary labor</li> <li>Painting</li> <li>Plumbing</li> <li>Professional Services (Medical/legal/etc.)</li> <li>Tutorial learning sessions for online learnings</li> <li>Others (specify in remarks)</li> </ul>
	<ul style="list-style-type: none"> <li>Work Immersion</li> </ul>	<ul style="list-style-type: none"> <li>Academic</li> <li>TVL</li> <li>Sports</li> <li>Arts and Design</li> <li>Services of Work Immersion Partner Institution Supervisor</li> <li>Allowances ((meals and transportation)</li> <li>Grant on Certification and Assessment</li> <li>Others (specify in remarks)</li> </ul>
	<ul style="list-style-type: none"> <li>Others (specify in remarks)</li> </ul>	
<b>3</b>	Unit of Contribution	Unit by which the partners' contribution is measured. (i.e. piece, classroom constructed, set, classroom, Php, activities attended, etc.)
<b>4</b>	Quantity Contributed	Number of units that the partner contributed. (i.e. if the contribution was 5 classroom, write "5" as quantity contributed)
<b>5</b>	Actual Amount / Value of Contribution (in Pesos)	Value of partners' contribution in pesos.
<b>6</b>	Number of Beneficiary Learners	Number of learners that benefitted from the partners' contribution

7	Number of Beneficiary Personnel	Number of teaching and/ or non-teaching personnel that benefitted from the partners' contribution.
---	---------------------------------	--

**PARTNERSHIP AGREEMENTS**

No.	Data Element	Description
1	Form of Agreement	Document by which the partnership was formalized. <ul style="list-style-type: none"> <li>• Memorandum of Agreement</li> <li>• Memorandum of Understanding</li> <li>• Deed of Donation</li> <li>• Usufruct</li> <li>• Acknowledgment Receipt</li> <li>• No signed Agreement</li> <li>• Others (specify in remarks)</li> </ul>
2	Signatory Name	Name of the signatory of agreement from the partner organization.
3	Signatory Designation	Designation of the signatory of agreement from the partner organization.
4	Agreement start date	Date when the agreement was signed
5	Agreement end date	Date when the agreement ended
6	Project Category	<ul style="list-style-type: none"> <li>• Brigada Eskwela</li> <li>• Other Category</li> </ul>
7	Project Name (if applicable)	Name of the project as indicated in the agreement
8	Status of agreement/project	Status of the implementation of the agreement/project <ul style="list-style-type: none"> <li>• Completed</li> <li>• On-going</li> <li>• For implementation</li> <li>• Pending</li> <li>• Others (specify in remarks)</li> </ul>
9	Remarks	Relevant information that may affect the project/partnership or entry for other data field options.
10	Initiated by	Office that initiated the partnership <ul style="list-style-type: none"> <li>• Central Office</li> <li>• Regional Office</li> <li>• Schools Division Office</li> <li>• School</li> </ul>