



**DIVISION MEMORANDUM**

No. 57, s. 2018

RELEASED

De. Ed. Office - Catanduanes  
RECEIVED

Date: MAR 02 2018  
Time: 2:48 P.M.  
Initial/Signature: [Signature]

TO : Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Education Program Supervisors  
Elementary and Secondary School Heads  
SGOD Personnel  
ASP/BE District and School Coordinators  
All Others Concerned

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

SUBJECT : **DESIGNATION OF DISTRICT AND SCHOOL ADOPT-A-SCHOOL (ASP)  
AND BRIGADA ESKWELA COORDINATORS**

DATE : February 28, 2018

1. This Office is requiring all Public Schools District Supervisors and School Heads to designate in writing a District and School Adopt-a-School/Brigada Eskwela Coordinators effective March 1, 2018.
2. The designated coordinators will serve for one (1) year and can be re-designated by the PSDSs and School Heads.
3. For schools with 29 teachers and below there should only be one (1) ASP & BE Coordinator; for schools with 30 – 50 teachers, there should be one (1) ASP Coordinator and one (1) BE Coordinator; for schools with 51 teachers and more there should be one (1) ASP Coordinator, one (1) BE Coordinator and one (1) Assistant BE Coordinator; and for each district there should only be one (1) ASP/BE Coordinator.
4. The roles and responsibilities of the coordinators are found in enclosures 1 and 2.
5. The list of all designated coordinators must be submitted by the PSDSs on or before March 9, 2018 to the SGOD Office c/o Mr. Miguel C. Ogalinola, SGOD Chief following the format found in enclosure no. 3 and 3.1.
6. For information, guidance and compliance.

## **ROLES AND RESPONSIBILITIES OF DISTRICT ASP/BE COORDINATOR**

1. Attends meeting, special events, trainings and workshops called for by the SDO;
2. Informs the School ASP/BE Coordinators updates pertaining to ASB and Brigada Eskwela through conduct of district meetings;
3. Prepares and submits the District Consolidated ASP Quarterly Report due for submission to the SDO on the first week of April, July, October and last week of December of the current year.
4. Prepares the Consolidated District Brigada Eskwela Accomplishment Reports using the official templates to be submitted to the SDO on the specified deadline stated in the division memorandum.
5. Identifies potential partnering entities that could be engaged in supporting the priority needs of the district not through solicitations but through submission of project proposals.
6. Establishes and maintains database of information of potential education partners within their respective municipality.
7. Extends technical assistance to School ASP/BE 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 Ni. 10-2003;
8. Submits the MOA/MOU entered into between the district/school and their private partnering entities/stakeholders to the SDO Legal Officer for review and approval of the Schools Division Superintendent;
9. Coordinates with the Division ASP/BE Coordinators regarding the review, approval and endorsement of the donor's application for availment of tax incentives to the Revenue District Office; and
10. Coordinates and facilitates the delivery of the support to the district/school as scheduled.

## **ROLES AND RESPONSIBILITIES OF SCHOOL ASP/BE COORDINATOR**

1. Attend meetings, special events, trainings and workshops called for by the Division and District ASP/BE Coordinators;
2. Informs the School Head the updates pertaining to ASP and Brigada;
3. Takes charge and facilitates the delivery of the support to the school from the stakeholders as scheduled;
4. Prepares the school ASP Quarterly Report and Brigada Eskwela Accomplishment Reports using the revised official prescribed templates;
5. Prepares and submits the School ASP Quarterly Report due for submission to the District office on the last week of March, July, October and **third week** of December of the current year for checking and consolidation;
6. Prepares the School Brigada Eskwela Accomplishment Reports using the Revised Brigada Eskwela official templates due for submission to the SDO on the specified deadline stated in the division memorandum;
7. Identifies potential partnering entities that could be engaged in supporting the priority needs of the school not through solicitations but through submission of project proposals;
8. Establishes and maintains database of information of potential education partners within their respective municipality; and
9. Assists 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.

Enclosure No. 3 to Division Memo No. 57, s. 2018

DISTRICT: \_\_\_\_\_

OFFICIALLY DESIGNATED DISTRICT ASP/BE COORDINATORS										
SURNAME	FIRST NAME	M.I.	SCHOOL	SCHOOL HEAD	POSITION	GENDER	AGE	NO. OF YEARS AS COORDINATOR (if coordinator already)	EMAIL ADDRESS (active)	Contact No.

Prepared and submitted by:

\_\_\_\_\_ PSDS

DISTRICT: \_\_\_\_\_

**OFFICIALLY DESIGNATED SCHOOL ASP/BE COORDINATORS ( 29 teachers and below)**

SURNAME	FIRST NAME	M.I.	SCHOOL	SCHOOL HEAD	POSITION	GENDER	AGE	NO. OF YEARS AS COORDINATOR	EMAIL ADDRESS (active)	Contact No.

**OFFICIALLY DESIGNATED SCHOOL ASP COORDINATORS ( 30-50 teachers) (51 teachers and more)**

SURNAME	FIRST NAME	M.I.	SCHOOL	SCHOOL HEAD	POSITION	GENDER	AGE	NO. OF YEARS AS COORDINATOR	EMAIL ADDRESS (active)	Contact No.

**OFFICIALLY DESIGNATED SCHOOL BE COORDINATORS (30-50 teachers) (51 teachers and more)**

SURNAME	FIRST NAME	M.I.	SCHOOL	SCHOOL HEAD	POSITION	GENDER	AGE	NO. OF YEARS AS COORDINATOR	EMAIL ADDRESS (active)	Contact No.

**OFFICIALLY DESIGNATED ASSISTANT SCHOOL BE COORDINATORS ( 51 teachers and more)**

SURNAME	FIRST NAME	M.I.	SCHOOL	SCHOOL HEAD	POSITION	GENDER	AGE	NO. OF YEARS AS COORDINATOR	EMAIL ADDRESS (active)	Contact No.

Prepared by:

\_\_\_\_\_ School Head

Noted:

\_\_\_\_\_ PSDS