Division Memorandum
No. IV, 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 Superintenden
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

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
<th>Training Facilitator/Speaker</th>
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<tbody>
<tr>
<td>7:00 – 7:30</td>
<td>Arrival/Registration</td>
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<tr>
<td>7:30 – 8:15</td>
<td>Opening Program</td>
<td>Maria Imelda S. Abejo, Senior Education Program Specialist, Audio Visual Presentation</td>
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<td>• Phil. National Anthem</td>
<td>Maria Imelda S. Abejo, Senior Education Program Specialist</td>
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<td>• Prayer</td>
<td>Bernie C. Despabiladero, OIC-Asst. Schools Division Superintendent</td>
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<td></td>
<td>• Inang Catandungan</td>
<td>Ma. Sione May T. Crispino, Education Program Specialist II-HRD</td>
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<td>• Welcome Remarks</td>
<td>Socorro V. Dela Rosa, CSEO VI, Schools Division Superintendent</td>
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<td></td>
<td>• Presentation of Participants</td>
<td>Marife B. Brequillo, Education Program Specialist II-SocMobNet</td>
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<td>• Message</td>
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<td>• House Rules/Objectives</td>
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<tr>
<td>8:15 – 9:00</td>
<td>Overview of Adopt-a-School Program</td>
<td>Mr. Miguel C. Ogalinola, Chief Education Supervisor, SGOD</td>
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<tr>
<td>9:00 – 10:00</td>
<td>Guidelines on Accepting Donations and Processing of Tax Incentives Provisions of RA 8525</td>
<td>Ms. Daisy T. Baroma, Revenue District Officer – BIR, Catanduanes</td>
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<td>10:00 – 10:15</td>
<td>Health Break</td>
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<td>10:15 – 11:30</td>
<td>Valuation of Donation in Forms of Services and Use of Facilities provided under DO 24, s. 2016</td>
<td>Maria Imelda S. Abejo, Senior Education Program Specialist</td>
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<tr>
<td>11:30 – 12:00</td>
<td>Revisiting the Roles and Responsibilities of ASP Coordinators</td>
<td>Marife B. Brequillo, Education Program Specialist II</td>
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<td>12:00 – 1:00</td>
<td>Lunch Break</td>
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<td>1:00 – 2:45</td>
<td>Preparation of Project Proposals, MOA, DOA, DOD Contract ofUsufruct</td>
<td>Mr. Miguel C. Ogalinola, Chief Education Supervisor, SGOD</td>
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<td>2:45 – 3:00</td>
<td>Working Break</td>
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<td>3:00 – 4:30</td>
<td>Workshop the Revised Templates on Reporting Generated Resources arising from Private Sector Partnerships (ASP Quarterly Report)</td>
<td>Maria Imelda S. Abejo/Marife B. Brequillo, SEPS/EPS II – Social Mobilization and Networking</td>
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<tr>
<td>4:30 – 5:00</td>
<td>Closing Program</td>
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SDO Conference Hall A

TRAINING MANAGEMENT STAFF

Training Directors : 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 : 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