Division Memorandum
No. 59, s. 2017

TO: Public Schools District Supervisors
    Elementary and Secondary School Heads
    District and School ASP Coordinators

FROM: SOCORRO V. DELA ROSA, CESO VI
    Schools Division Superintendent


DATE: March 17, 2017

1. The submission deadline of Adopt-A-School Program (First Quarter, 2017) will be on
   April 3, 2017 c/o Marie B. Brequillo/Maria Imelda S. Abejo, Division ASP Coordinators. The
   format of the Deed of Donation, Acceptance and Acknowledgement and District Consolidated
   Report format is herein attached for your reference.

2. Immediate and widest dissemination of this memorandum is desired.
**DISTRICT CONSOLIDATED ADOPT-A-SCHOOL PROGRAM REPORT**  
(First Quarter, 2017)

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>LEARNER'S AND TEACHER'S SUPPORT PACKAGE</th>
<th>SCHOOL FACILITIES IMPROVEMENT AND IT SUPPORT PACKAGES</th>
<th>LAST MILE LEARNERS' SUPPORT PACKAGE</th>
<th>SENIOR HIGH SCHOOL PROGRAM SUPPORT PACKAGE</th>
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**TOTAL AMOUNT**

Prepared by:  

District ASP Coordinator

Note by:  

District ASP Coordinator
DEED OF DONATION

KNOW ALL MEN BY THESE PRESENTS:

This Deed of Donation made and executed by the ____________________________ (donating organization) herein represented by its ____________________________ (title of representative) ____________________________ (name of representative) with office address at ____________________________, hereinafter called the DONOR

-- in favor of --

The ____________________________ (name of the representative) with office address at ____________________________, hereinafter called the DONOR.

WITNESSETH

That for and in consideration of a desire to contribute a share for the cause of the education of Filipino learners through the Adopt-a-School Program of the Department of Education, the DONOR has freely and voluntarily given, transferred and conveyed by way of donation to the DONEE, its successors and assigns free and clear of any and all liens and encumbrances whatsoever all its rights, interests and title on:

Details of the Donation

<table>
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<tr>
<th>Amount</th>
<th>Schools &amp; Addresses</th>
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TOTAL

(Note: Use Annex page for more details of the donation)

IN WITNESS WHEREOF, the DONOR has hereto subscribed herself/himself this ___ day of __________________, 2012.

(Signature over Donor's Name)
DEED OF ACCEPTANCE

The DONEE, for and in behalf of the School, hereby accepts and acknowledges the donation from the ___________________________ (Donor).

For and in behalf of the school, the DONEE expresses his/her most sincere appreciation for the benevolence shown by the DONOR.

Details of the Donation

__________________________________________________________________________

__________________________________________________________________________

Amount

__________________________________________________________________________

in witness whereof, the DONEE has set his/her hands this __________________________ (date)

in __________________________ (place).

DONEE
(Signature over School Principal's Name)

NAME OF SCHOOL / ADDRESS

(Signed in the presence of):

(Signature over Printed Name)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

iss.

BEFORE ME, this __________________________ (date), personally appeared:

__________________________________________________________________________

CTC# __________________________ Issued on/at __________________________

CTC# __________________________ Issued on/at __________________________

Known to me and to me known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is free and voluntary act and deed, including the entities that they represent.

This instrument refers to a Deed of Acceptance that consists of 1 page, including this whereon this acknowledgement is written, and which is signed by the parties concerned on each and every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC