Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

08 August 2024

DIVISION MEMORANDUM
No. 374 , s. 2024

STATUS OF DEPED PARTNERSHIPS DATABASE SYSTEM (DPDS) REPORTING FOR THE MONTH OF JULY 2024

To   :   Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors/In-Charge of the Districts
Public Elementary and Secondary School Heads
District and School Partnerships Focal Persons
All Others Concerned

1.   Relative to OU-LAPP No. 645, s. 2019, on the Use of DepEd Partnerships Database System (DPDS) in Reporting Partnership Engagement, the Adopt-a-School Program (ASP) monthly report shall be due every 5th of the month.

2.   To ensure that all resources from stakeholders are properly accounted, all PSDSs are enjoined to require all schools to update their monthly reports in the system, which shall be **closed every 6th of the month**.

3.   Attached is the Summary of School Submission – NOT YET SUBMITTED for the month of **July 2024** that has been depicted in the dashboard of the system as of August 8, 2024 for reference. Schools that are not in the list means they are under SUBMITTED status.

4.   The School Heads and/or School Partnerships Focal Persons (Non-Teaching Personnel per DO No. 2, s.2024) of the schools tagged under Not Yet Submitted are advised to report on **August 13, 2024, 1:30 p.m.** at the SGOD Office for a conference and provision of necessary technical assistance in uploading the Adopt-A-School Program (ASP) report to the system. Please bring laptop and a copy of the school's ASP report for the month of July 2024.

5.   Travel and other expenses relative to this activity shall be charged against local funds/School MOOE subject to the usual accounting and auditing rules and regulations

6.   For information, guidance and compliance.

CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SGOD/mbb
5/13/202

Enclosure No. 1 to Division Memorandum No. _374_, s. 2024

SUMMARY OF SCHOOL SUBMISSION (NOT YET SUBMITTED)
For the Month of July 2024

School Name	School ID	Quarter	Month	District	Submission Status
Cabugao Integrated School	500032	3rd Quarter	July	Bato West	Not Yet Submitted
Sipi ES	113195	3rd Quarter	July	Bato West	Not Yet Submitted
Milaviga IS	500415	3rd Quarter	July	Caramoran South	Not Yet Submitted
Panganiban CES	113253	3rd Quarter	July	Panganiban	Not Yet Submitted
Mabato NHS	302099	3rd Quarter	July	San Miguel North	Not Yet Submitted
Pagsangahan IS	502056	3rd Quarter	July	San Miguel North	Not Yet Submitted
Quirino ES	113312	3rd Quarter	July	Viga East	Not Yet Submitted
Tambognon CES	113314	3rd Quarter	July	Viga East	Not Yet Submitted
Viga Rural DHS	302107	3rd Quarter	July	Viga West	Not Yet Submitted
Calatagan ES	113337	3rd Quarter	July	Virac North	Not Yet Submitted

DepED MATATAG · **BAGONG PILIPINAS**

📍 San Roque, Virac, Catanduanes
📞 052-8114063
✉ catanduanes@deped.gov.ph
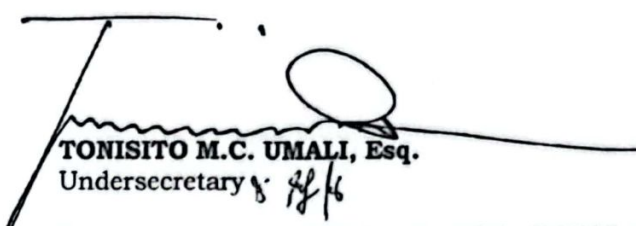🌐 www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph

MEMORANDUM
OU-LAPP NO. **645**, s.2019

TO : **Regional Directors**
Schools Division Superintendents
Regional/Division Partnerships Focal Persons
All Others Concerned

FROM : **TONISITO M.C. UMALI, Esq.**
Undersecretary

SUBJECT : **USE OF DEPED PARTNERSHIPS DATABASE SYSTEM (DPDS) IN REPORTING PARTNERSHIP ENGAGEMENTS**

DATE : October 24, 2019

The DepEd Partnerships Database System (DPDS) is an online system developed by the External Partnerships Service (EPS) in coordination with the Information and Communications Technology Service (ICTS) to consolidate the assistance provided by public and private sector partners to public schools.

On May 2019, ICTS turned over the DPDS to EPS as the process-owner of the system. The information on the DPDS access and procedure is detailed in the attached Annex A.

All Regional Offices (ROs), Schools Division Offices (SDOs), public schools and learning centers are expected to use the DPDS as the official reporting system of the partnership engagements within the Department to cover all interventions received starting January to December 2019.

With regard to Brigada Eskwela implementation, all partnership engagements shall be included in the DPDS; however, for 2019, Division should also accomplish BE Form 1 and 1.1.

The ICTS also created a support system to attend to DPDS concerns as follows:

link : bit.ly/DPDSCONCERNS
email add : support.dpds@deped.gov.ph

Our EPS personnel will conduct random monitoring and evaluation of DPDS implementation and consolidate issues, concerns and recommendations to further improve the system.

For your compliance.

Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet

November 27, 2019

To   :   Schools Division Superintendent
           All Divisions

For information and compliance.

MAY B. ECLAR, Ph.D., CESO V
Regional Director

ESSD/ADGAM

Undersecretary Tonisito M.C. Umali, Esq.
Legislative Affairs, External Partnerships, and Project Management Service
R-104 Rizal Building, Deped Complex, Meralco Avenue, Pasig City
Telephone No. (02)8633-7224; Fax No: (02) 8633-1940; Email: tonisito.umali@deped.gov.ph

PROCEDURE IN ACCESSING THE
DEPED PARTNERSHIPS DATABASE SYSTEM (DPDS)

Enumerated below is the step by step procedure in accessing the DPDS to assist the user on the features of the system.

I. Two (2) sites will be available to access the DPDS, namely:

TEST SITE
staging.partnershipsdatabase.deped.gov.ph

LIVE SITE
partnershipsdatabase.deped.gov.ph

The **TEST SITE** was created for those Regions/Divisions who wish to orient their focal persons and test how the newly improved DPDS works. Access to the test site will be available upon the request of the Regional Partnership Focal Persons (RPFP).

The **LIVE SITE** is the official reporting system. All data that will be uploaded in the **LIVE SITE** will be treated as **real data** or final data for the given quarter.

II. To access the live site, please follow the instructions below:

A. Type partnershipsdatabase.deped.gov.ph in the address box.

1. User Account
In the DPDS portal, the Information and Communications Technology Service (ICTS) shall enroll all Regional Information Technology Officers (RITOs) using the official email address. The RITOs will enroll their Regional Partnership Focal Persons and their Division Information Technology Officers (DITOs). The DITOs will then enroll their public schools and ALS Community Learning Centers for them to access the DPDS.

1.1 Create User Account
- 1.1.1 Log-in with your account name (for RITOs & DITOs).
- 1.1.2 Enter the password.
- 1.1.3 Once logged in, click "Add User" found at the left side of the page.
- 1.1.4 Fill out all the required details.
- 1.1.5 Click on "Create" button then a pop up message will appear once the user has successfully registered.

For Regional Information Technology Officer (RITO)
- personal official DepEd Account: ex. juan.delacruz@deped.gov.ph

For Regional Partnerships Focal Persons (RPFP)
- personal official DepEd Account: ex. juan.delacruz1@deped.gov.ph

For Division Information Technology Officer (DITO)

- personal official DepEd Account: ex. juan.delacruz2@deped.gov.ph

For Division Partnerships Focal Persons (RPFP)
- personal official DepEd Account: ex. juan.delacruz3@deped.gov.ph

For Schools
- School DepEd Issued email address: ex: 100123@deped.gov.ph

2. **Download Template**

In the DPDS, the Partnerships Data Sheet (PDS) templates shall be downloaded from the system. The PDS is composed of (1) School Partnerships Data Sheet (SPDS) which shall be used by the schools; (2) Community Learning Center Partnerships Data Sheet (CPDS) which shall be used by the learning centers; and (3) Office Partnerships Data Sheet (OPDS) which shall be used by the SDOs, ROs and COs.

2.1 Open your browser and type in the address bar the URL "partnershipsdatabase.deped.gov.ph"

2.2 At the log-in page, enter the username and password.

2.3 Once successfully logged in, click "Download Template" found at the left side of the page.

2.4 Save the PDS using the following filenames

For Schools:
spds_(region)_division_SchoolName_SchoolID_(quarter)_(year)
e.g.: spds_r1_launion_launionnhs_123456_q1_2019

For CLCs:
cpds_(region)_division_CLCName_(quarter)_(year)
e.g.: cpds_r1_launion_launionnhs_123456_q1_2019

For CO/RO/SDO
opds_(co)/(region)_(division)_(quarter)_(year)
e.g.: opds_r1_launion_q1_2019

3. **Accomplishing the PDS**

3.1 Open the PDS file and click "enable content" button found at the upper right corner of the screen in the security warning sign.

3.2 Complete the Period Indicator, School Information and Accountable Person fields, which can be found in the PDS header.

3.3 Encode the name of the partner organization/individual.

3.4 Choose from General and Specific Partner 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.

3.5 Indicate the Partner Contact details (email address/contact number).

3.6 Choose 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.

3.7 Indicate the Unit of Contribution and Quantity Contributed.
Unit of contribution should be encoded as "alpha" while Quantity Contributed should be encoded as "numeric".

3.8 Indicate the Actual Amount/Value of Contribution in Pesos.
Currency sign should not be encoded.

3.9 Indicate the No. of Beneficiary Learners and No. of Beneficiary Personnel.

3.10 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.

3.11 Indicate the signatory name of the partner organization/individual and his/her designation.

3.12 Indicate 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.

3.13 Indicate the Project Category and Project Name.

3.14 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.

3.15 Choose the institution who initiated the partnership from the dropdown list.

3.16 Save the file.

4. **Upload Template**
    4.1 Open your browser and type in the address bar the URL "partnershipsdatabase.deped.gov.ph"
    4.2 At the log-in page, enter the username and password.
    4.3 Once successfully logged in, click "Upload Template" found at the left side of the page.
    4.4 Click on "Choose File" button.
    4.5 The file manager will appear, select the file to be uploaded in the DPDS.
    4.6 Click on "Submit" button.
    4.7 A pop up message will appear upon successful uploading of the PDS.
    4.8 Click "Ok".

5. **Generate Report in the DPDS**
    5.1 Open your browser and type in the address bar the URL "partnershipsdatabase.deped.gov.ph"
    5.2 At the log-in page, enter the username and password.
    5.3 The Dashboard will reflect the following:

School/CLC Account:	No. of Partners, Total Amount Generated
Division Account:	No. of Partners, Total Amount Generated and No. of Schools with Submission
Regional Account:	No. of Partners, Total Amount Generated and No. of Divisions with Submission

Central Office Account: No. of Partners, Amount of Resources Generated, Amount of Resources Generated per Contribution Type and No. of Agreements.

5.4 The DPDS can be used to search specific information needed based on the data uploaded in the system.

The DPDS will be open to accept the 1st, 2nd, 3rd and 4th quarter reports of 2019 until December 31, 2019.