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

11 September 2024

DIVISION MEMORANDUM
No. 430 , s. 2024

STATUS OF DEPED PARTNERSHIPS DATABASE SYSTEM (DPDS) REPORTING FOR THE MONTH OF AUGUST 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 on or before the last day of the reporting month, since the system shall be closed every 6th of the month.

3. Attached is the Summary of School Submission – NOT YET SUBMITTED for the month of August 2024 that has been depicted in the dashboard of the system as of September 9, 2024 for reference. Schools that are not in the list means under SUBMITTED status.

4. School Heads shall submit a copy of the Transmittal Report after the monthly report has been uploaded to the system. The link for the designated folder in each district is found in the enclosure to this memorandum.

5. For further concerns, you may contact Marife B. Brequillo, SEPS, SGOD-Social Mobilization and Networking Unit at 09958438071/09394513915 or email at socmob.ctd@deped.gov.ph.

6. For information, guidance and compliance.

ATTY. NORLITO JR. P. AGUNDAY
Attorney III – Legal Officer
Officer-In-Charge
Office of the Schools Division Superintendent

SGOD/mbb
9/11/2024

DepED

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Enclosure No. 1 to Division Memorandum No. __430__ , s. 2024

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

No.	School Name	School ID	Quarter	Month	Submission Status	District
1	Catagbacan ES	113274	3rd Quarter	August	Not Yet Submitted	San Andres West
2	Cobo Integrated School	500159	3rd Quarter	August	Not Yet Submitted	Pandan West
3	Mabato NHS	302099	3rd Quarter	August	Not Yet Submitted	San Miguel North
4	Panganiban National High School-CAIC Comp.	309801	3rd Quarter	August	Not Yet Submitted	Panganiban
5	Salvacion ES	113215	3rd Quarter	August	Not Yet Submitted	Caramoran South
6	San Rafael Elementary School	174014	3rd Quarter	August	Not Yet Submitted	Pandan West
7	Suchan ES	113165	3rd Quarter	August	Not Yet Submitted	Bagamanoc South
8	Supang-Datag National High School	302102	3rd Quarter	August	Not Yet Submitted	Caramoran South

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Enclosure No. 2 to Division Memorandum No. _430_ , s. 2024

DPDS TRANSMITTAL REPORT LINK PER DISTRICT

No.	District	Link (One Drive)
1	Bagamanoc North	https://tinyurl.com/BagNorthDPDSTransmittal
2	Bagamanoc South	https://tinyurl.com/BagSouthDPDSTransmittal
3	Baras North	https://tinyurl.com/BarasNorthDPDSTransmittal
4	Baras South	https://tinyurl.com/BarasSouthDPDSTransmittal
5	Bato East	https://tinyurl.com/BatoEastDPDSTransmittal
6	Bato West	https://tinyurl.com/BatoWestDPDSTransmittal
7	Caramoran North	https://tinyurl.com/CarNorthDPDSTransmittal
8	Caramoran South	https://tinyurl.com/CarSouthDPDSTransmittal
9	Gigmoto	https://tinyurl.com/GigmotoDPDSTransmittal
10	Pandan East	https://tinyurl.com/PandanEastDPDSTransmittal
11	Pandan West	https://tinyurl.com/PandanWestDPDSTransmittal
12	Panganiban	https://tinyurl.com/PanganibanDPDSTransmittal
13	San Andres East	https://tinyurl.com/SAEDDPDSTransmittal
14	San Andres West	https://tinyurl.com/SAWDDPDSTransmittal
15	San Miguel North	https://tinyurl.com/SMNorthDPDSTransmittal
16	San Miguel South	https://tinyurl.com/SMSouthDPDSTransmittal
17	Viga East	https://tinyurl.com/VigaEastDPDSTransmittal
18	Viga West	https://tinyurl.com/VigaWestDPDSTransmittal
19	Virac North	https://tinyurl.com/ViracNorthDPDSTransmittal
20	Virac South	https://tinyurl.com/ViracSouthDPDSTransmittal

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Department of Education

OFFICE OF THE UNDERSECRETARY
TANGGAPAN NG PANGALAWANG KALIHIM

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.

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.