



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE


17 May 2021

DIVISION MEMORANDUM


DM No. 302, s. 2021

DIVISION GUIDELINES ON THE SUBMISSION OF ADOPT-A-SCHOOL PROGRAM REPORT

To: **OIC - Assistant Schools Division Superintendents**
SGOD and CID Chief
Public Schools District Supervisors
School Heads Elementary/Secondary
Adopt-A-School Program Coordinators
All Others Concerned

 DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time:	May 21, 2021
By:	Cwidell 10:41 AM
Ref. no.	DM 302, s. 2021

1. Pursuant to Republic Act 8525, otherwise known as the Adopt-A-School Program Act of 1998, the private sector should be provided with opportunities to become dynamic and strong partners of the Department of Education. To harmonize and simplify the data gathering for this purpose, the DepEd Partnership Database System (DPDS) was institutionalized as a reporting tool to acknowledge its internal and external partnerships.
2. In this regard, this Office issues the Division Guidelines on the Submission of Adopt-A-School Report to have the baseline data and address the resources gaps; to obtain statistical reports and analysis on the report submitted; and provide technical assistance to schools needing improvement in terms of partnership and linkages.
3. Please see Enclosure A and Enclosure B for your reference.
4. Immediate dissemination of this Memorandum is earnestly desired.


ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

smnmjps05/17/2021
DEPEDQUEZON-TM-SDS-04-009-003



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Enclosure A

GUIDELINES ON THE SUBMISSION of the Quarterly Adopt-a-School Program Report

I. Rationale

The Adopt-a-School Program gives the private sector an opportunity to become dynamic and strong partners towards the noble goal of Department of Education and with this DepEd Partnership Database System (DPDS) the status report in every school gives harmonized and simplified data gathering and reporting tool on schools' internal and external partnerships activities, this is also a reporting mechanism of all partnership initiatives in all DepEd levels. The system is designed to report various forms of assistance provided by public and private sector partners as well as their participation in providing quality and accessible basic education to all learners. The system will show the resources often provided by the partners to public schools, and the resources gaps that need to be addressed with more partnership initiatives and linkages. Hence, the primary purpose of this guideline is to capture information on all partnership initiatives in DepEd and to strategically address resources gaps in basic education delivery.

The Schools Division Office through SGOD-SMN deems the importance of developing this guideline that will serve as standard template and process on the submission of report from the field.

II. Objectives

This Division Guidelines on the submission of ASP report aims to provide:

- 2.1. baseline data to address the resources gaps that needs to be addressed by further partnership and linkages;
- 2.2. statistical reports and analysis on the report submitted; and
- 2.3. provide technical assistance for those schools have a less partnership and linkages.

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III. Scope

This Division Guidelines shall apply to all schools of DepEd-Division of Quezon which concerns their:

- a. Adopt-a-School Coordinators; and
- b. District Adopt-a-School Teacher Coordinators and School Head in charge.

i. Guidelines on the Submission of the Quarterly Adopt-a-School Program Report DPDS School to Central Office

1. The School ASP Coordinator shall consolidate the school report using the DPDS excel file and after which shall be checked and signed by the School Head;
2. The School ASP coordinator shall follow the deadline of DPDS submission of the Central Office which falls every 25th day of the last month of the quarter.
3. The School ASP Coordinator shall keep a hardcopy of the accomplishment and ASP report for the record.
4. The School ASP Coordinator shall monitor the donation/s given by the stakeholders.

ii. Guidelines on the Submission of the Quarterly Adopt-a-School Program Report DPDS School to District Level

1. The ASP School Coordinator shall follow District Memorandum on the submission of ASP/DPDS report.
2. The ASP School Coordinator shall fill out the excel file of DPDS report and submit a scanned copy of the report to the ASP District Coordinator.
3. The School must strictly follow the District Memorandum on the submission of the ASP/DPDS quarterly report.
4. The District ASP Coordinators will compile reports of the schools and summarized them in the template provided.

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iii. Guidelines on the Submission of the Quarterly Adopt-a-School Program Report from the District to Division Office

1. The District ASP Coordinator checks the submitted report from the schools (*content of the report, signatures of those concern, etc.*)
2. The District ASP Coordinator compiles and consolidate the report from the schools. He/she must use the template provide for the Division submission.
3. The District ASP Coordinators submits the report in the link provided written as part of the Division Memorandum.

iv. Guidelines on the Submission of the Quarterly Adopt-a-School Program Report DPDS Division Level

1. The Division ASP Coordinators prepares the Division Memorandum for the quarterly submission of ASP report.
2. The Division ASP Coordinator monitors the submission of district.
3. The Division ASP Coordinator gathers the data submitted, analyzes and interprets them.
4. The Division ASP Coordinators prepares the report and submits it to the SGOD-Chief and Top Management.
5. The Division issues a Memorandum to recognize schools and districts which submitted on time and religiously.

VI. FRAMEWORK

A. Guidelines on the Submission of the Quarterly ASP/ DPDS Reports of Schools to Central Office

Person/s Responsible

Activities

ASP School Coordinator

Consolidates the report using the DPDS excel file format



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ASP School Coordinator/School Head

Checks the authenticity of the report



*If with discrepancy,
returns it to the
ASP coordinator for
re-checking.*

ASP School Coordinator

Submits the report through the DPDS site www.partnershipsdatabase.deped.gov.ph using the school's respective account and password on the scheduled date designated by the Central Office, that is, every 25th day of the last month of its quarter (*March 25, June 25, September 25 and December 25*) with a grace period until the 28th.



ASP School Coordinator

Keeps a hardcopy of the accomplished ASP report for filing and for submission to the District Office.



ASP School Coordinator

Monitor these reported donation/s by the stakeholders in coordination with the School Property Custodian.

B. Guidelines on the Submission of the Quarterly ASP/DPDS School Report to the District Level

Person/s Responsible

Activities

Division Partnership Focal Person

A Division Memorandum of the submission shall be issued by the Office of the Schools Division



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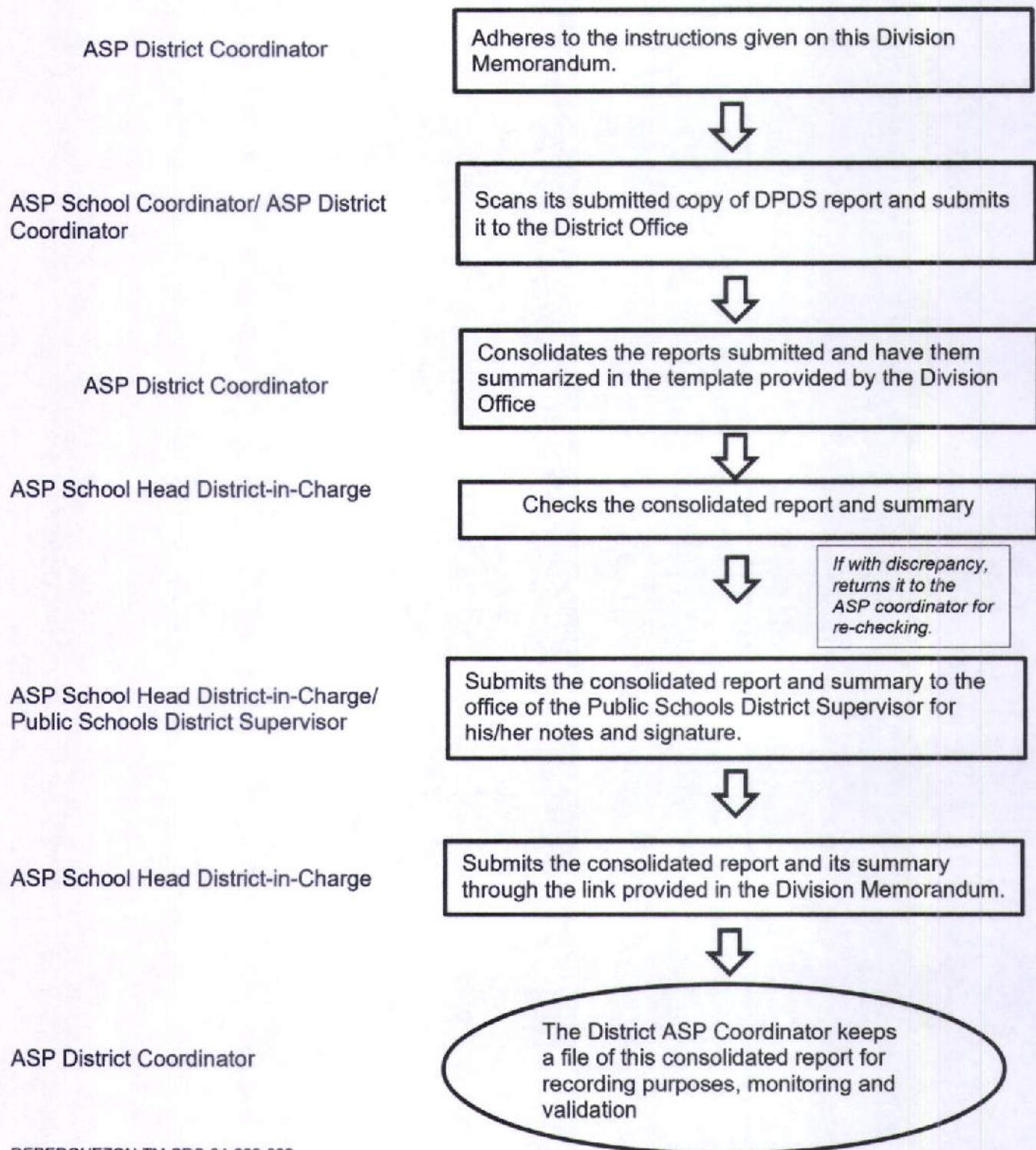
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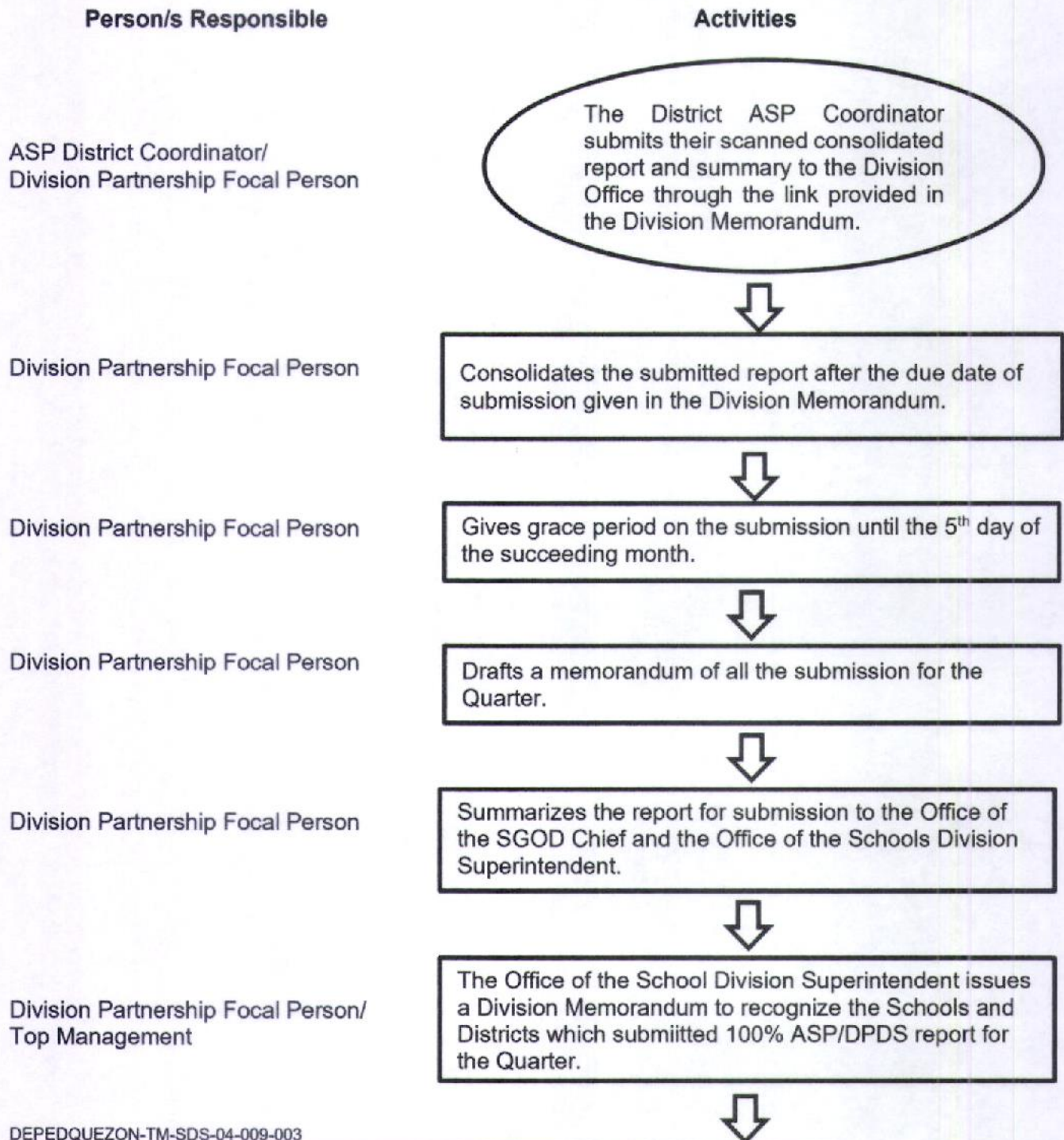
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**C. Guidelines on the Submission of the Quarterly Adopt-a-School Program Report
DPDS District to Division Level**



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ASP District Coordinator/
Division Partnership Focal Person/
Top Management

Recognizes Districts and Schools
through their respective ASP School
Coordinators with issuance of
Certificate of Recognition.

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Enclosure B

DISTRICT DPDS DISTRICT SUMMARY OF DONATIONS

SCHOOL ID	NAME OF SCHOOL	TOTAL AMOUNT

Prepared by:

ASP District Coordinator

Reviewed by:

ASP School Head-In-Charge

Approved by:

Public School District Supervisors

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