



Tanggapan ng Kalihim
Office of the Secretary

MAR 14 2007

DepED MEMORANDUM
No. 106 s. 2007

DESIGNATION OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
AS DIVISION ADOPT-A-SCHOOL PROGRAM COORDINATORS

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Schools

1. This Memorandum serves to designate all Assistant Schools Division Superintendents in all 187 divisions nationwide as Division Adopt-A-School Program Coordinators.
2. This is in line with the Department's thrust of further intensifying partnership with private entities and to ensure that such partnerships result to significant learning outcomes in basic education.
3. Specifically, the Division ASP Coordinators are expected to perform the following tasks:
 - a. Perform advocacy, marketing, and resource mobilization work for the Adopt-A-School Program;
 - b. Assist schools in obtaining donors and funding for school improvement projects and programs;
 - c. Coordinate, facilitate, and supervise the conduct of ASP activities at the division and school levels to include, but not limited to, meeting with potential donors/partners, project conceptualization, MOA signing, turn-over activities, monitoring and evaluation, donor availment of tax incentives, etc.;
 - d. Prepare and update lists of prospective schools and corresponding prioritized needs and submit these to ASP-Central Office;
 - e. Conduct evaluation of schools to qualify for adoption;
 - f. Undertake monitoring of projects funded by partners/donors to ensure that these are implemented/completed as planned and inputs are being used maximally by beneficiaries;
 - g. Prepare and submit required monitoring reports to the Regional Office (Regional Coordinators) and ASP-CO on a periodic basis;
 - h. Assist schools, donors, and project proponents in the preparation of project terminal/completion reports;
 - i. Document best practices and success stories of school and private sector partnership; and
 - j. Participate/attend in conferences, seminars, orientations, or training initiated by the ASP-CO.

4. In divisions where there are two ASDS, the ASDS handling elementary education is recommended.
5. The Regional ASP Coordinators, aside from performing the tasks designated in DepED Memorandum No. 20, s. 2005, shall be assisting the division coordinators by providing necessary supervision and support mechanisms. Collection and consolidation of reports on private sector contributions shall continue to be done at the regional level and shall be submitted to Central Office on a quarterly basis.
6. All Regional ASP Coordinators are requested to submit to the Adopt-A-School Program Secretariat-Central Office the lists of division coordinators in their respective regions on or before March 16, 2007. This is in preparation for the forthcoming national orientation to be conducted in April 2007.
7. Immediate dissemination of this Memorandum is desired.

K. P. Bacani
RAMON C. BACANI
Undersecretary

Reference: DepED Memorandum: (No. 20, s. 2005)
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

PROJECTS
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Sally - Designation of ASDS Adopt-A-Sch. Prog.
March 6, 2007