



OCT 09 2008

DepED MEMORANDUM  
No. 475, s. 2008

MIDTERM REVIEW AND WORK AND FINANCIAL PLANNING  
FOR ADOPT-A-SCHOOL PROGRAM

To: Undersecretaries  
Assistant Secretaries  
Regional Directors  
Regional ASP Coordinators

1. The Adopt-A-School Program (ASP) National Secretariat will conduct its 2008 Midterm Review and Work and Financial Planning for CY 2009 on October 21-24, 2008 at the DepED Hostel, Malay, Aklan.
2. The objectives are to:
  - a. appraise the implementation of various ASP activities and special projects;
  - b. revisit corresponding roles and responsibilities and map out strategies in these ASP activities and special projects with the aim of increasing efficiency and effectiveness;
  - c. prepare work and financial plans (budget preparation) for 2009 and 2010; and
  - d. finalize the list of awardees and program for the awarding of winners for the Brigada Eskwela 2008 Search and Annual Stakeholder's Recognition Night.
3. This activity will be attended by Adopt-A-School Program Regional Coordinators of all DepED regional offices.
4. All participants are expected to bring the following:
  - a. ASP reports: 2007 and first to third quarter 2008;
  - b. budgetary utilization of downloaded funds in relation to Brigada Eskwela;
  - c. 2008 Brigada Eskwela reports;
  - d. shortlists of schools identified as regional finalists for the Brigada Eskwela Search and all the necessary documentation;
  - e. work and financial plan for the remaining months of 2008 and for 2009-2010; and
  - f. list of private partners, at the regional level, nominated to be recognized during the Annual Stakeholder's Night in November 2008 and the necessary supporting documentation.

5. Actual transportation expenses of regional ASP coordinators will be charged against local funds. On the other hand, actual transportation allowance of Central Office personnel shall be charged against OSEC/ASP funds.
6. Participants will be allowed to check in in the morning of October 21 and to check out in the morning of October 24. The program of activities is enclosed.
7. For inquiries and confirmation of attendance, please contact Ms. Eli Prado at tel. nos. (02) 638-8637/(02) 632-1361 local 2130 and 2223.
8. Immediate and wide dissemination of this Memorandum is desired.

  
**TEODOSIO C. SANGIL, JR.**  
Undersecretary

Encl.: As stated  
Reference: None  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

CONFERENCES  
PROGRAMS

Sally: midterm review adopt-a-school prog.  
October 6, 2008



**2008 MIDTERM REVIEW AND  
2009 WORK AND FINANCIAL PLANNING FOR ADOPT-A-SCHOOL PROGRAM**

October 21-24, 2008 | Malay, Aklan

Date/Time	Activity	Person Responsible
<b>Day 1</b>		
Officer of the Day: <b>JANET LABRE/ZENY LASTIMOSA</b>		
7:00 – 10:00 AM	Check-in Registration Breakfast	Secretariat Participants
10:00 – 12:00 NN	Settling down	ASP Regional Coordinators Resource Persons
12:00 – 1:00 PM	LUNCH	
1:00 - 2:00 PM	Opening Program	Secretariat
	Opening Remarks	Mari Paul C. Soriano Executive Director, ASP National Secretariat
2:00 – 2:15 PM	Workshop Mechanics	Ella Arienda
2:00 – 4:00 PM	Updates on ASP - priority projects/thrusts - status report - directions for remaining months of 2008 and for 2009	Mari Paul C. Soriano Executive Director, ASP National Secretariat
4:00 – 5:00 PM	ASP Special Projects/Events - expected roles and responsibilities - targets	Merle Asprer Rolly Soriano
5:00 – 6:30 PM	ASP Programs/Projects with private partners - expected roles and responsibilities - targets	Ella Arienda
<b>Day 2</b>		
Officer of the Day: <b>ROLLY SORIANO</b>		
8:00 – 8:30 AM	Day Starter Activities	ASP Regional Coordinators ASP CO Personnel Resource Persons
8:30 – 12:00 NN	Regional Reporting - accomplishments for the first 6 months o ASP (school/division/region initiatives) o Brigada Eskwela 2008  - ELLA ARIENDA	ASP Regional Coordinators ASP CO Personnel Resource Persons

<b>Date/Time</b>	<b>Activity</b>	<b>Person Responsible</b>
12:00 – 1:00 PM	LUNCH	
1:00 – 2:30 PM	Finalization of Plans for Brigada Eskwela Awarding and Annual Stakeholders Night	
2:30 – 4:30 PM	Revisiting and Revision of WFP 2008 - ROEL BONITO	ASP Regional Coordinators ASP CO Personnel Resource Persons School Heads
4:30 – 7:30 PM	Preparation of WFP 2009 and Budget - Mechanics  - MANNY VIDAD	ASP Regional Coordinators ASP CO Personnel Resource Persons School Heads
<b>Day 3</b>		
Officer of the Day: <b>ELLA ARIENDA</b>		
8:00 – 8:30 AM	Day Starter Activities	ASP Regional Coordinators ASP CO Personnel Resource Persons
8:30 – 12:00 AM	Presentation and Critiquing of Outputs Small Groups Group 1 c/o Roel and Merle Group 2 c/o MCPS and Ella Group 3 c/o Manny and Rolly	ASP Regional Coordinators ASP CO Personnel Resource Persons
12:00 – 1:00 PM	LUNCH	
1:00 – 3:00 PM	Final Revision	ASP Regional Coordinators ASP CO Personnel Resource Persons
3:00 – 4:00 PM	Other Matters Clearing House	Rolly Soriano
4:00 – 4:30 PM	Closing Program	Secretariat
<b>Day 4</b>		
8:00 – 10:30 AM	Breakfast and Check out	ASP Regional Coordinators ASP CO Personnel Resource Persons