TANGGAPAN NG KALIHIM

October 1, 1999

DECS ORDER
No. 106, s. 1999

INSTITUTIONALIZATION OF THE ADOPT-A-SCHOOL PROGRAM

To: Undersecretaries
Assistant Secretaries
Bureau/Service Directors
Regional Directors

1.   The Department of Education, Culture and Sports (DECS) is institutionalizing the Adopt-A-School Program as an innovative and pro-poor program of the government which gives opportunity for private individuals/institutions to become partners in education by providing assistance to public elementary and secondary schools.

2.   In view of this, this Office hereby designates Mr. Francis F. Zamora as Project Manager of the Adopt-A-School Program. Ms. Eleanor Prado and Maribel V. Domingo are, likewise, designated as members of its Secretariat.

3.   The Secretariat shall be tasked to do the following functions:

- Assist the Project Manager in coordinating the overall activities for the Adopt-A-School Program;
- Assist the Project Manager in marketing activities and following-up of donors;
- Help identify target beneficiary schools;
- Maintain a database or list of prospective donors which include companies, organizations, foundations, groups and individuals;
- Answer queries regarding the project;
- Keep records of minutes of meetings, as well as other documents like Memorandum of Agreement (MOA) and any other pertinent materials;
- Draft MOAs;
- Write monthly status reports;
- Monitor ongoing Adopt-A-School projects;
- Write correspondence; and,
- Perform other duties to be assigned by the Project Manager which may deem necessary for the successful implementation of the program.

4.   Wide and immediate dissemination of and compliance with this Order is directed.

ANDREW GONZALEZ, FSC
Secretary

References: DECS Order No. 80, s. 1998
            DECS Memorandum No. 102, s. 1998

Allotment: 1 (D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects: