



DepED ORDER
No. 82, s. 2009

JUL 29 2009

DOCUMENTATION PROCEDURES ON PRIVATE SECTOR DONATIONS
TO PUBLIC SCHOOLS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. This is with reference to DepED Memorandum No. 364, s. 2007 entitled "*Coordination of All Private Sector Engagements with DepED Through the Adopt-A-School Program (ASP) Secretariat*". In order for the Central Office to reconcile reports of all contributions from the private sector, the ASP Regional/Division Coordinators and School Heads/Teachers-in-Charge (TICs) shall submit in organized manner to the ASP Secretariat corresponding reports and documents.

2. In order to provide the ASP National Secretariat a cumulative report of all private sector contributions to the public education system initiated from the field offices (regional, division, district and school levels), the following systematic documentation process shall be implemented:

- a. All Principals/School Heads/TICs are required to completely fill up the form **(Form-ASP-SCH)** on a quarterly basis and to be submitted 15 days after the end of each quarter to their respective ASP Division Coordinators together with the photocopies of the available Memorandum of Agreement (MOA), all Deeds of Donation (DOD) and Certificates of Acceptance (CA). Another set of documents shall be submitted to the district offices for their reference. District offices shall notify their respective divisions for any concern regarding the report submitted by the Principals/School Heads/TICs to the ASP Division Coordinators;
- b. All ASP Division Coordinators shall collate the received documents coming from their various schools and prepare the form **(Form-ASP-DIV)** on a quarterly basis and to be submitted 30 days after the end of each quarter to their respective ASP Regional Coordinators together with the photocopies of the following documents:
 1. Form-ASP-SCH
 2. Memorandum of Agreement (MOA)
 3. Deeds of Donation (DOD)
 4. Certificates of Acceptance (CA)

- c. All ASP Regional Coordinators shall collate the received documents coming from the various division offices and prepare the Form-ASP-REG on a quarterly basis and to be submitted:
1. Form-ASP-SCH
 2. Form-ASP-DIV
 3. Memorandum of Agreement (MOA)
 4. Deeds of Donation
 5. Certificates of Acceptance
3. Deadlines for the submission of quarterly reports to the ASP Secretariat are:

<i>schools</i>	1 st quarter	August 15, 2009
	2 nd quarter	August 15, 2009
	3 rd quarter	October 15, 2009
	4 th quarter	January 15, 2010

<i>divisions</i>	1 st quarter	August 25, 2009
	2 nd quarter	August 25, 2009
	3 rd quarter	October 31, 2009
	4 th quarter	January 31, 2009

<i>regions</i>	1 st quarter	Sept.05, 2009
	2 nd quarter	Sept.05, 2009
	3 rd quarter	November 15, 2009
	4 th quarter	February 15, 2009

4. For purposes of determining where to categorize a donation on the prescribed list of interventions, enclosed is the definition of each for reference.
5. For further information, please contact Mr. Roel T. Bonito or Mr. Romeo Parayno of ASP Secretariat. 5th Floor, Bonifacio Bldg., DepED Complex, Meralco, Avenue, Pasig City at tel. nos.: (02) 638-8637/38 or email address at: asppim_secretariat@yahoo.com.ph., website at www.adopt-a-school.ph.
6. Immediate dissemination of and compliance with this Order is directed.



JESLI A. LAPUS
Secretary

Encl.:

As stated

Reference:

DepED Memorandum: (No. 364, s. 2007)

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

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

PROGRAMS
PROJECTS
REPORTS
RULES & REGULATIONS
SCHOOLS

ASPFORM:PIM-SCH

QUARTERLY REPORT

Year

- | | | | |
|--------------------------|---|------------------------|-----------------------------|
| <input type="checkbox"/> | First Quarter (January-March) | Deadline of Submission | April 15 of the year |
| <input type="checkbox"/> | Second Quarter (April-June) | Deadline of Submission | July 15 of the year |
| <input type="checkbox"/> | Third Quarter (July-September) | Deadline of Submission | Oct. 15 of the year |
| <input type="checkbox"/> | Fourth Quarter (October-December) | Deadline of Submission | Jan. 15 of next year |

School

Complete Address

School ID

Division

Region

Name of School Head/Principal/OIC

Breakdown of Stakeholders' Contribution (PRIVATE SECTOR)

Infrastructure/Physical Facilities	PhP	<input type="text"/>
Learning Support	PhP	<input type="text"/>
Health and Nutrition	PhP	<input type="text"/>
Reading Program	PhP	<input type="text"/>
Technology Support	PhP	<input type="text"/>
Direct Assistance	PhP	<input type="text"/>
Training and Development	PhP	<input type="text"/>
Real Estate	PhP	<input type="text"/>
TOTAL	PhP	<input type="text"/>

Prepared By Designation

Print Name & Signature

Contact Details

Cel Phone	<input type="text"/>	Date	<input type="text"/>
Landline	<input type="text"/>		
E-mail	<input type="text"/>		

Supporting Documents to be Submitted to Division and District office:

1. Photocopies of Memorandum of Agreement
2. Photocopies of Deed of Donation
3. Photocopies of Certificate of Acceptance

(Enclosure No. 2 to DepED Order No. 82, s. 2009)

ASPFORM:PIM-DIV

QUARTERLY REPORT Year

<input type="checkbox"/>	First Quarter (January-March)	Deadline of Submission	<input type="text"/>
<input type="checkbox"/>	Second Quarter (April-June)	Deadline of Submission	<input type="text"/>
<input type="checkbox"/>	Third Quarter (July-September)	Deadline of Submission	<input type="text"/>
<input type="checkbox"/>	Fourth Quarter (October-December)	Deadline of Submission	<input type="text"/>

DIVISION

Complete Address

Region

	Infrastructure	Learning Support	Health and Nutrition	Reading Program	Technology Support	Direct Assistance	Training and Development	Real Estate	Total
District 1									
School A									
School B									
School C									
Total									
District 2									
School D									
School E									
School F									
Total									
District 3									
School G									
School H									
School I									
Total									

ASPFORM:PIM-DIV

	Infrastructure	Learning Support	Health and Nutrition	Reading Program	Technology Support	Direct Assistance	Training and Development	Real Estate	Total
District 4									
School J									
School K									
School L									
Total									
District 5									
School M									
School N									
School O									
Total									
District 6									
School P									
School Q									
School R									
Total									
District 7									
School S									
School T									
School U									
Total									
GRAND TOTAL									

Prepared By

Print Name & Signature

Designation

Contact Details

Cel Phone
 Landline
 E-mail

Date

- Supporting Documents to be Submitted Regional office:
1. Photocopies of Memorandum of Agreement
 2. Photocopies of Deed of Donation
 3. Photocopies of Certificate of Acceptance
 4. Photocopies of Quarterly Report of Schools(FORM:PIM-SCH)

ASPFORM:PIM-REG

QUARTERLY REPORT

Year

<input type="checkbox"/> First Quarter (January-March)	Deadline of Submission	<input type="text"/>
<input type="checkbox"/> Second Quarter (April-June)	Deadline of Submission	<input type="text"/>
<input type="checkbox"/> Third Quarter (July-September)	Deadline of Submission	<input type="text"/>
<input type="checkbox"/> Fourth Quarter (October-December)	Deadline of Submission	<input type="text"/>

Region

Complete Address

	Infrastructure	Learning Support	Health and Nutrition	Reading Program	Technology Support	Direct Assistance	Training and Development	Real Estate	Total
Division 1									
Division 2									
Division 3									
Division 4									
Division 5									
Division 6									
Division 7									
Division 8									
Division 9									
Division 10									
Division 12									

ASPFORM:PIM-REG

	Infrastructure	Learning Support	Health and Nutrition	Reading Program	Technology Support	Direct Assistance	Training and Development	Real Estate	Total
Division 13									
Division 14									
Division 15									
Division 16									
Division 17									
Division 19									
Division 20									
Division 21									
Division 22									
Division 23									
Division 24									
TOTAL									

Prepared By

Print Name & Signature

Designation

Contact Details

Cel Phone
 Landline
 E-mail

Date

Supporting documents to be submitted Central office:

1. Photocopies of Memorandum of Agreement
2. Photocopies of Deed of Donation
3. Photocopies of Certificate of Acceptance
4. Photocopies of Quarterly Report of Schools (FORM:PIM-SCH)
5. Photocopies of Quarterly Report of Divisions (FORM:PIM-DIV)

DEFINITION OF INTERVENTIONS

Under **Infrastructure and Physical Facilities** category are donations that includes, but not limited to, new construction or repair of school buildings, comfort rooms, library, science room, computer lab, guidance center, gymnasium, stage, multi-purpose center, office of the principal and other offices inside the perimeter of the schools, chairs, tables, drinking fountains, wash areas, blackboards, installation of electrical wirings, sewerage & water system, and construction materials.

Learning Support category are the donations in support to pupils' or students' motivation to learn but not directly possessed by them. These includes, but not limited to, the complimentary items used in schools like vehicles; Programs, services and activities like field trips, outreach programs; Advocacy , or campaigns in radios, cinemas, TVs and print media, e.g., Tulong Barya Para Sa Eskwela, Brigada Eskwela ads, sports and science equipments, electric fan and curtains.

Health and Nutrition package includes all programs or projects pertaining to health and nutrition such as, but not limited to, eye and dental services, vitamins, medical and dental supplementation; medical and dental mission activities.

Reading program are packages that cover donations of reading materials or program on enhancing/ improving the reading capacity, capability and ability of pupils and students such as text books, reference books and the like.

Technology Support includes all ICT based intervention/ support to improve the teaching-learning process like, but not limited to, electronic reader, computers hardware and software, internet connectivity and educational television shows, self powered radio, laptops, classmate PCs, printers, graphic calculators, DVDs and multi-media materials.

Direct Assistance covers all financial assistance e.g. stipends, school supplies that can be directly possessed by pupils and students like bags, pencils, slippers and other paraphernalia.

Training and Development includes, but not limited to, workshops, short courses or full scholarships to train teachers and administrators on different competencies that supplement DepED thrusts

Under **Real Estate** are donations or awards of Land Title Certificates to any public schools and properties for school buildings, gymnasium, multi-purpose center, and other auxiliary buildings.