



OCT 03 2011

DepEd MEMORANDUM  
No. **220** , s. 2011


**WORK AND FINANCIAL PLANNING MEETING ON ADOPT-A-SCHOOL PROGRAM**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
All Others Concerned

1. The Department of Education (DepEd) through the Adopt-A-School Program (ASP) Secretariat shall conduct its **Work and Financial Planning Meeting** with the ASP Regional Coordinators on November 9-11, 2011 at the Ecotech, Lahug, Cebu City.
2. The activity aims to:
  - a. prepare work and financial plans for 2012;
  - b. appraise the implementation of various ASP projects and activities;
  - c. review 2012 budget utilization plan on downloaded funds to the regional and division offices;
  - d. revisit and revise the Criteria in the Selection of Best School Implementors of *Brigada Eskwela*; and
  - e. discuss plans for the 2011 *Brigada Awards Night* set in November.
3. The participants are expected to bring the following:
  - a. copy of work and financial plan for 2012;
  - b. copies of ASP report (2nd and 3rd quarters) and 2011 *Brigada Eskwela* Report; and
  - c. list of schools identified as candidate awardees for 2011 Best School Implementors of *Brigada Eskwela*.
4. The participants to this activity are the regional coordinators, ASP secretariat officials and staff. The participants shall check in at 6:00 p.m. of November 9 and check out at 1:00 p.m. of November 11, 2011. The program of activities is enclosed.
5. The transportation expenses of the participants from the regions shall be charged to local funds while the expenses of those from the Central Office shall be charged to ASP Funds subject to the usual accounting rules and regulations.



6. For inquiries and confirmation of attendance, please contact **Mr. Romeo Granadozin** or **Mr. Danvic Lasaro** at telephone nos.: (02) 638-8639; (02) 638-8637.
7. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:

As stated

References:

DepEd Memorandum: Nos. 475, s. 2008 and 136, s, s. 2011

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

CONFERENCES  
MEETINGS  
OFFICIALS  
PROGRAMS  
SCHOOLS

R-MCR/DM-Work and Financial Planning ASP  
August 15, 2011/09-21-11/9-26-11/09-28-11

(Enclosure to DepEd Memorandum No. 220, s. 2011)

## ASP WORK AND FINANCIAL PLANNING

ECOTECH, Lahug, Cebu City

November 9-11, 2011

| DATE/TIME                        | ACTIVITY   | PERSON RESPONSIBLE  |
|----------------------------------|--|---|
| <b>Day 1 – November 9, 2011</b>  |  |   |
| 6:00 PM                          | <ul style="list-style-type: none"> <li>➤ Check-In</li> <li>➤ Registration</li> <li>➤ Dinner</li> </ul>   | ASP Secretariat<br>Participants   |
| <b>Day 2 – November 10, 2011</b> |  |   |
| 7:00 AM – 8:00 AM                | <b>BREAKFAST</b>   |   |
| 8:30 AM – 9:00 AM                | <ul style="list-style-type: none"> <li>➤ Prayer</li> <li>➤ Opening Remarks</li> <li>➤ House Rules</li> <li>➤ Roll call of participants</li> </ul>  | Ms. Merlie J. Asprer<br>Ms. Maria Eleonor G. Prado<br>Administrative Officer IV |
| 9:00 AM – 12:00 NN               | <ul style="list-style-type: none"> <li>➤ Updates on ASP                             <ul style="list-style-type: none"> <li>– Priority Projects (Brigada Eskwela, Fun Run)</li> </ul> </li> </ul>             | Ms. Merlie J. Asprer<br>Operations Manager                                      |
|                                  | <ul style="list-style-type: none"> <li>➤ Budget Utilization for FY 2010</li> </ul>   | Ms. Zeny B. Lastimoza<br>Finance Manager  |
|                                  | <ul style="list-style-type: none"> <li>➤ 2011 Budget Utilization                             <ul style="list-style-type: none"> <li>– Presentation and Critiquing</li> </ul> </li> </ul>                     | Ms. Merlie J. Asprer  |
| 12:00 NN – 1:00 PM               | <b>LUNCH</b>   |   |
| 1:30 PM – 5:30 PM                | <ul style="list-style-type: none"> <li>➤ Workshop on the finalization of the criteria for the search for Best Brigada Eskwela Implementers</li> </ul>  | ASP Regional Coordinators   |
|                                  | <ul style="list-style-type: none"> <li>➤ Presentation of the revised set of criteria</li> </ul>  | ASP Regional Coordinators   |
|                                  | <ul style="list-style-type: none"> <li>➤ Brigada Eskwela Awards Night                             <ul style="list-style-type: none"> <li>– Program</li> <li>– Awardees &amp; Invitees</li> </ul> </li> </ul> | ASP Secretariat   |
|                                  | <ul style="list-style-type: none"> <li>➤ Other Matters</li> </ul>  |   |
| 6:00 PM – 7:00 PM                | <b>DINNER</b>  |   |
| <b>Day 3 – November 11, 2011</b> |  |   |
| 7:00 AM – 9:00 AM                | <b>BREAKFAST</b>   |   |
| 9:00 AM – 11:30 AM               | <ul style="list-style-type: none"> <li>➤ Message</li> </ul>  | Asec. Reynaldo D. Laguda  |
|                                  | <ul style="list-style-type: none"> <li>➤ Distribution of Certificates</li> </ul>   |   |
| 11:30 NN – 12:30 PM              | <b>LUNCH</b>   |   |
| 1:00 PM                          | <ul style="list-style-type: none"> <li>➤ Check-out</li> </ul>  |   |