



Republic of the Philippines  
**Department of Education**

24 JUL 2015

DepEd MEMORANDUM  
No. **78**, s. 2015

**2015 CAPACITY BUILDING SEMINAR-WORKSHOPS FOR ADOPT-A-SCHOOL PROGRAM (ASP) REGIONAL AND DIVISION COORDINATORS**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd), through the Office of Undersecretary for Partnerships and External Linkages (OUPEL) and the Adopt-a-School Program (ASP) Secretariat, will conduct the **Capacity Building Seminar-Workshops for ASP Regional and Division Coordinators** by cluster on the following dates with their respective venues:

Cluster/Region	Date/Venue	Check-in Date/Time	Check-out Date/Time
1 Cordillera Administrative Region (CAR), VI, VII and VIII	August 4-6, 2015 Baguio Teachers Camp (BTC) Baguio City	August 4, 2015 12:00 noon	August 6, 2015 12:00 noon
2 III, IX, X, XI, XII and Caraga	August 11-13, 2015 Hotel Stotsenberg Clark Freeport Zone Angeles City	August 11, 2015 12:00 noon	August 13, 2015 12:00 noon
3 I, II, IV-A (CALABARZON), IV-B (MIMAROPA), National Capital Region (NCR) and V	August 25-27, 2015 Legazpi City	August 25, 2015 12:00 noon	August 27, 2015 12:00 noon

2. The activity aims to:

- orient newly-designated ASP coordinators on their roles and responsibilities, and equip them with knowledge and skills necessary in project preparation, implementation and monitoring;
- strengthen coordination with ASP coordinators and supply officers to ensure proper recording of donations delivered to schools divisions and regions;
- reinforce guidelines on the utilization of downloaded funds to the regions and schools divisions;
- prepare for the conduct of the 2015 *Brigada Eskwela* Awards Program; and
- discuss salient features of revenue regulations on the implementation of tax incentive provisions of the ASP Act of 1998 and resolve issues and concerns arising from the requirements for application on the tax incentive entitlement of donors.

3. The participants to this activity are the designated ASP regional and division coordinators, the officials and staff from OUPEL and ASP Secretariat.
4. Every participant is expected to bring a copy of the Schools Division's Consolidated Liquidation Report based on utilized ASP budget in 2014.
5. The travel expenses of the participants from the regions and schools division offices 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 and auditing rules and regulations.
6. Participants are advised to register prior to the actual schedule of the activities. Enclosed is a copy of the pre-registration form to be accomplished and submitted to the ASP Secretariat through email address: [brigadaeskwela.deped@gmail.com](mailto:brigadaeskwela.deped@gmail.com).
7. For more information, all concerned may contact the **Adopt-a-School Program (ASP) Secretariat**, Department of Education (DepEd) Central Office, 5<sup>th</sup> Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City, at telephone no.: (02) 638-8637.
8. Immediate dissemination of this Memorandum is desired.



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

Encl.:

As stated

Reference:

DepEd Memorandum No.: 86, s. 2014

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

CONFERENCES  
PROGRAMS  
SEMINARS  
WORKSHOPS

**(Enclosure No. 1 to DepEd Memorandum No. 78, s. 2015)**

**PRE-REGISTRATION FORM  
( To be submitted not later than July 31, 2015)**

Name of Participant : \_\_\_\_\_

Position: \_\_\_\_\_

Office: \_\_\_\_\_

Region/Division: \_\_\_\_\_

Landline No: \_\_\_\_\_

Mobile Phone No. : 1 . \_\_\_\_\_

No. 2 . \_\_\_\_\_

Email Address: \_\_\_\_\_

***Please check your answer :***

I belong in Seminar-Workshop Cluster:  Cluster 1     Cluster 2     Cluster 3

I am an ASP Regional Coordinator :

Yes, since \_\_\_\_\_ (cite starting period of designation)

No

I am an ASP Division Coordinator :

Yes, since \_\_\_\_\_ (cite starting period of designation)

No

Currently, I hold the position \_\_\_\_\_ (cite the plantilla position/item) in the  
\_\_\_\_\_ ( cite the office/unit) .

Please email the accomplished form to [brigadaeskwela.deped@gmail.com](mailto:brigadaeskwela.deped@gmail.com).

**PROGRAM OF ACTIVITIES**

<b>DATE/TIME</b>	<b>ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>
Day 1		
	<ul style="list-style-type: none"> <li>▪ Check-in</li> <li>▪ Registration</li> <li>▪ Dinner</li> </ul>	ASP Secretariat & other participants
Day 2		
7:00 am-8:00 am	<b>BREAKFAST</b>	
8:00 am -12:00nn	<ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Lupang Hinirang</li> <li>▪ Roll call of participants</li> </ul>	
	<ul style="list-style-type: none"> <li>• Welcome Remarks</li> <li>• House Rules</li> </ul>	Host Region representative
	<ul style="list-style-type: none"> <li>• Overview of the Adopt-a-School Program</li> <li>• Revisiting the roles and responsibilities of ASP Coordinators</li> <li>• DepEd's Last Mile Efforts</li> <li>• <b>MESSAGE</b></li> </ul>	<p>_____</p> <p>Eleonor Prado ASP Secretariat</p> <p>_____</p> <p><b>MARIO A. DERIQUITO</b> Undersecretary for Partnerships and External Linkages</p>
12:00 nn-1:30 pm	<b>LUNCH</b>	
1:30pm- 4pm	<ul style="list-style-type: none"> <li>• Implementing the Tax Incentives Provisions of Republic Act No. 8525, Otherwise Known as the "Adopt-a-School Act of 1998"</li> <li>• Requirements and Guidelines in the Utilization and liquidation of downloaded ASP Funds</li> <li>• Guidelines on Recording of Donations</li> </ul> <p><b>WORKSHOP</b></p>	<p>BIR Resource Person</p> <p>Zeny Lastimosa ASP Secretariat</p> <p>Ms. Maritess Ablay Chief, Property Division</p>
Day 3	<b>BREAKFAST</b>	
8:00 am-12 nn	Preparation for the Brigada Eskwela 2015 Awards Program	
	Distribution of Certificates and Photo-Ops	
	Participants' Evaluation	
	Home Sweet Home	