



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

JUN 04 2007

DepED MEMORANDUM

No. 223, s. 2007

ORIENTATION TRAINING ON ADOPT-A-SCHOOL PROGRAM FOR DISTRICT SUPERVISORS AND PRINCIPALS

To: Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division/City Superintendents

- As agreed upon during the completed national orientation for Adopt-A-School Program regional and division coordinators, extensive orientation and training-workshop on resource mobilization, project development, monitoring and evaluation, and financial management will be done at the division level starting June 2007.
- In this regard, all division coordinators are enjoined to organize said orientation and training workshops for all district supervisors and principals in their respective divisions. Schedules of these training-workshops should be coordinated with, and co-organized by the Adopt-A-School Program Secretariat at the Central Office to ensure the effective conduct of the activity and to provide necessary assistance such as resource persons, orientation kits and materials, will be extended.
- All schedules and requests for assistance should be addressed to:
DIRECTOR MARI PAUL C. SORIANO
Deputy Chief of Staff
Special Assistant for Private Sector Concerns
or
ANGELICO O. MERCADER
Officer-In-Charge
Adopt-A-School Program Secretariat
- Requests should be received by the Central Office at least two weeks prior to the proposed schedule such that the necessary arrangements can be facilitated.
- Expenses in relation to the conduct of the orientation i.e., venue, meals, supplies and materials, and transportation allowance of participants shall be charged against local funds. The reproduction of ASP advocacy materials, transportation and extra essential allowances, and other incidental expenses of central office personnel shall be drawn from OSEC funds.
- Immediate dissemination of this Memorandum is required.

TEODOSIO C. SANGIE, JR.
Officer-In-Charge

Reference: None

Allotment: 1--(DO 50-97)

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

PROGRAMS

TRAINING PROGRAMS

OFFICIALS