



Republic of the Philippines
Department of Education

29 JUL 2013

DepEd MEMORANDUM
No. **134**, s. 2013

**PLANNING MEETING AND RE-ORIENTATION ON ADOPT-A-SCHOOL PROGRAM (ASP)
WITH REGIONAL AND DIVISION COORDINATORS**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. The Department of Education (DepEd) through the Adopt-a-School Program (ASP) Secretariat will conduct the **Planning Meeting and Re-Orientation on Adopt-a-School Program (ASP) with Regional and Division Coordinators** by cluster on the following dates and venues:

Region	Date	Venue	Check-in	Check-out
V, VI, VII and VIII	August 7-9, 2013	Tagaytay International Convention Center (TICC) Tagaytay City	August 7, 4:00 p.m.	August 9, 8:00 a.m.
IX, X, XI, XII, Caraga and ARMM	August 14-16, 2013	TICC Tagaytay City	August 14, 4:00 p.m.	August 16, 8:00 a.m.
I, II, III, IV-A, IV-B, NCR and CAR	August 28-30, 2013	Boy Scouts of the Philippines (BSP) Los Baños, Laguna	August 28, 4:00 p.m.	August 30, 8:00 a.m.

2. The Meeting and Re-Orientation aim to:
- revisit the roles of ASP division coordinators and align their functions and responsibilities to the mandate of the newly created Office of the Undersecretary for Partnerships and External Linkages (OUPEL);
 - reiterate policies on budget utilization and liquidation of downloaded ASP funds;
 - strengthen the system of reporting the resources or support generated from various engagements with the private sector through the use of a standardized report format;
 - give the participants salient features of the newly revised implementing rules and regulations (IRR) of the ASP Law; and
 - address other issues and concerns relative to the implementation of projects under the ASP.

3. All participants are expected to bring the following:
 - a. Copy of Consolidated ASP Liquidation Report on Budget Released in 2012 (both on 1st and 2nd batch of downloaded funds);
 - b. Copy of Consolidated ASP *Brigada Eskwela* Report of 2013 by division; and
 - c. Copies of Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) on projects completed three years back and projects which are currently being implemented.
4. The participants to this activity are the regional and division coordinators, ASP Secretariat, officials and staff.
5. Enclosed is the Program of Activities.
6. The travel expenses of the participants from the regions and division offices shall be charged to local funds while the expenses of those from the Central Office (CO) shall be charged to ASP Funds subject to the usual accounting and auditing rules and regulations.
7. For more information, all concerned may contact any of the following:

Mr. Romeo Granadozin/Mr. Danvic Lazaro
Adopt-a-School Program (ASP) Secretariat
DepEd Central Office
5th Floor, Bonifacio Building
DepEd Complex, Meralco Avenue, Pasig City
Telephone Nos.: (02) 638-8637; (02) 638-8639
Email Address: rgannlynmae@gmail.com

8. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum: No. 46, s. 2012

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

CONFERENCES
PROGRAMS
OFFICIALS
SEMINARS
WORKSHOPS

(Enclosure to DepEd Memorandum No. 134, s. 2013)

Program of Activities

DATE/TIME	ACTIVITY	PERSON RESPONSIBLE
Day 1		
5:00 pm	<ul style="list-style-type: none"> ▪ Check-in ▪ Registration ▪ Dinner 	ASP Secretariat & other participants
Day 2		
7:00-8:00 am	BREAKFAST	
8:30-9:00 am	<ul style="list-style-type: none"> ▪ Prayer ▪ Lupang Hinirang ▪ House Rules ▪ Roll call of participants 	
9:00-11:30 am	<ul style="list-style-type: none"> ▪ Message and Overview of OUPEL ▪ Open Forum 	Mario Deriquito Undersecretary for Partnerships and External Linkages
11:30-12:00 nn	<ul style="list-style-type: none"> ▪ Revisiting the roles of ASP Coordinators ▪ Getting Familiar with MOA /DOD/DOA ▪ Open Forum 	
12:00-1:00 pm	LUNCH	
1:00-5:00 pm	<ul style="list-style-type: none"> ▪ Status of Report Submission; Revitalizing the Submission of Reports ▪ Guidelines in the Utilization of Downloaded Funds ▪ Salient Features of the Revised IRR of RA 8525 	
	Participants' Evaluation of the Planning Meeting	
	Distribution of Certificates	
Day 3	BREAKFAST	
8:00 am	Check-out	