



Republic of the Philippines
Department of Education

23 JAN 2014

DepEd MEMORANDUM
No. **10**, s. 2014

**WORK AND FINANCIAL PLANNING MEETING ON ADOPT-A-SCHOOL PROGRAM
(ASP) WITH REGIONAL COORDINATORS**

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 will conduct the **Work and Financial Planning Meeting on Adopt-a-School Program (ASP) with Regional Coordinators** on January 28-30, 2014 at the Teachers Camp, Baguio City.
2. The Planning Meeting aims to:
 - a. set the direction of work and lay-out strategic priorities for 2014;
 - b. outline activities for the implementation of the 2014 *Brigada Eskwela*;
 - c. revisit the criteria for the selection of Best Implementors of *Brigada Eskwela*;
 - d. revitalize the submission of *Brigada Eskwela* accomplishment report; and
 - e. address concerns on downloadable funds and provide guidance on budget utilization.
3. The participants to this activity are regional coordinators and ASP Secretariat members.
4. Travel 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 and auditing rules and regulations.
5. The Program of Activities is enclosed.
6. All participants are expected to bring copies of liquidation reports to back utilization of funds in 2013.
7. They shall check in at 6:00 p.m. of **January 28** and check out at 8:00 a.m. of **January 30, 2014**.
8. For more information and confirmation of attendance, all concerned may contact the **Adopt-a-School Program (ASP) Secretariat, DepEd Central Office**, DepEd Complex, Meralco Avenue, Pasig City at telephone nos.: (02) 638-8637 and (02) 638-8639.
9. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Reference:

DepEd Memorandum No. 134, s. 2013

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

CONFERENCES
PROGRAMS
OFFICIALS
SEMINARS

Rhea/R-DM Planning Meeting of ASP Regional Coordinators
0052/January 20, 2014

WORK AND FINANCIAL PLANNING EXERCISE
January 28-30,2014

DATE/TIME	ACTIVITY
Day 1 5:00 pm	<ul style="list-style-type: none"> ▪ Check-in ▪ Registration ▪ Dinner
Day 2 7:00-8:00 am 8:30-9:00 am	<p>BREAKFAST</p> <ul style="list-style-type: none"> ▪ Prayer ▪ Lupang Hinirang
9:00-12:00 nn	<ul style="list-style-type: none"> ▪ Roll call of participants ▪ 2013 Brigada Eskwela: A Glance Back ▪ Outline of Brigada Eskwela Activities for 2014 • Monitoring the implementation of BE Week ▪ Forum
12:00-1:00 pm	<p>LUNCH</p>
1:00-5:00 pm	<ul style="list-style-type: none"> ▪ Revisiting the criteria for the selection of BE Best Implementors • Guidelines in the Utilization of Downloaded Funds • Inventory of Issued Laptops <p>Other Related Matters</p> <p>Closing Message</p> <p>Distribution of Certificates</p>
Day 3 8:00 am	<p>BREAKFAST</p> <p>Check-out</p>