



Republic of the Philippines  
**Department of Education**

28 JUL 2014

DepEd MEMORANDUM  
No. **86**, s. 2014

**CAPACITY BUILDING SEMINAR-WORKSHOPS FOR ADOPT-A-SCHOOL PROGRAM  
(ASP) REGIONAL AND SCHOOLS 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 Adopt-A-School Program (ASP) Regional and Schools Division Coordinators** by cluster on the following dates and venues:

Cluster	Date/Venue	Check-In		Check-Out	
		Date	Time	Date	Time
Cluster 1 Regions IX, X, XI, XII, and Administrative Region in Muslim Mindanao (ARMM)	August 6-8, 2014 Teachers Camp Baguio City	August 6, 2014	4:00 p.m.	August 8, 2014	8:00 a.m.
Cluster 2 Regions V, VI, VII, VIII, and Caraga	August 13-15, 2014 BP International Hotel, Los Baños Laguna	August 13, 2014	4:00 p.m.	August 15, 2014	8:00 a.m.
Cluster 3 Regions I, II, III, IV-A (CALABARZON), IV-B (MIMAROPA), National Capital Region (NCR), and Cordillera Administrative Region (CAR)	August 27-29, 2014 NEAP, Batangas	August 27, 2014	4:00 p.m.	August 29, 2014	8:00 a.m.

2. The activity aims to:
- equip further the ASP coordinators with knowledge and skills in the implementation and monitoring of DepEd partnership projects and activities;
  - heighten ASP coordinators' awareness on policies and procedures concerning acceptance or refusal of proposed donations, either local or foreign;
  - build the relationship between ASP coordinators and budget officers to ensure proper utilization and liquidation of downloaded funds to the regions/schools divisions;
  - prepare for the conduct of the 2014 *Brigada Eskwela* National Awards; and
  - refine the consolidated reports submitted by the ASP coordinators to the Central Office (CO) compliant with the given standard report formats and donation categorization.

3. The participants to this activity are the designated regional and schools division ASP coordinators, officials and staff from OUPEL and ASP Secretariat.
4. All participants are expected to bring the following:
  - a. copy of the Schools Division's Consolidated Liquidation Report based on utilized ASP budget in 2013;
  - b. copy of the Schools Division's Consolidated 2014 *Brigada Eskwela* Report; and
  - c. best photos or videos on activities of volunteers in schools during the 2014 *Brigada Eskwela* Week, including photos and videos on partnership projects implemented under the ASP.
5. The travel expenses of the participants from the regional and schools division offices shall be charged to local funds while the expenses of those from the CO shall be charged to ASP funds, subject to the usual accounting and auditing rules and regulations.
6. The 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 or to be sent through email address: [brigadaeskwela.dep@gmail.com](mailto:brigadaeskwela.dep@gmail.com).
7. For more information, all concerned may contact the **Adopt-A-School Program (ASP) Secretariat**, 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

Encls.:  
As stated

References:  
DepEd Memorandum: No. 134, s. 2013 and No. 10, s. 2014

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

CONFERENCES	SEMINARS
PROGRAMS	WORKSHOPS

Sally: DM-capacity-bldg. seminar-workshops for ASP  
0490-July 8, 2014

(Enclosure No. 1 to DepEd Memorandum No. 86, s. 2014)

Program of Activities

<b>DATE/TIME</b>	<b>ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>
Day 1		
5:00 pm	<ul style="list-style-type: none"> <li>▪ Check-in</li> </ul>	ASP Secretariat & other participants
6:00 pm	<ul style="list-style-type: none"> <li>▪ Registration</li> <li>▪ Dinner</li> </ul>	
Day 2		
7:00 am-8:30 am	<b>BREAKFAST</b>	
8:30 am -12:00nn	<ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Lupang Hinirang</li> <li>▪</li> <li>▪ Roll call of participants</li> </ul>	
	<p>Talks/topics</p> <ul style="list-style-type: none"> <li>• Orientation on two DepEd partnership programs –Abot Alam and Feeding Program</li> <li>• Qualifications of potential adopting entity the target school beneficiaries and the project, as described in IRR of RA 8525</li> <li>• Policy prohibiting the commercialization of DepEd organization thru endorsements of goods and services, and other related policies</li> <li>• WORKSHOP</li> </ul>	<p>MARIO A. DERIQUITO Undersecretary for Partnerships and External Linkages</p> <p>Ms. Magdalena Esmeralda</p> <p>Ms. Eleonor Prado</p> <p>ASP Coordinators</p>
12:00 nn-1:30 pm	<b>LUNCH</b>	
1:30pm- 4pm	<ul style="list-style-type: none"> <li>• Guidelines in the Utilization and liquidation of Downloaded ASP Funds</li> <li>• General information on the importation of foreign donations</li> <li>• Preparations for the Brigada Eskwela National Awards in November</li> </ul>	<p>Rosario Pagal Jr.</p> <p>Ms. Zeny Lastimosa</p> <p>Mr. Romy Parayno</p>
	Open Forum	
	Distribution of Certificates	
	Participants' Evaluation of the Planning Meeting	
Day 3	<b>BREAKFAST</b>	
8:00 am	Check-out	

(Enclosure No. 2 to DepEd Memorandum No. 86, s. 2014)

**PRE-REGISTRATION FORM**

(To be submitted on or before July 30, 2014)

NAME OF PARTICIPANT: \_\_\_\_\_

REGION: \_\_\_\_\_

DIVISION: \_\_\_\_\_

PLEASE CHECK YOUR ANSWER:

I belong in Seminar-Workshop Cluster:   \_\_Cluster 1           \_\_Cluster 2           \_\_Cluster 3

I am a Regional/Division Coordinator:   \_\_Yes, since year \_\_\_\_\_           \_\_No

My shirt size is:   \_\_S           \_\_M           \_\_L           \_\_XL           \_\_2XL           \_\_3XL

PLEASE EMAIL THE ACCOMPLISHED FORM TO [brigadaeskwela.deped@gmail.com](mailto:brigadaeskwela.deped@gmail.com) .