



SEP 25 2007

DepED MEMORANDUM
No. 387, s. 2007

WORK AND FINANCIAL PLANNING FOR ADOPT-A-SCHOOL PROGRAM

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors

1. As part of the restructuring of Adopt-A-School Program Secretariat, a Work and Financial Planning Activity will be conducted on October 18-19, 2007 at the Ecotech Center, Lahug, Cebu City.
2. Generally, this workshop aims to equip key regional personnel with organizational knowledge on the operations of ASP, its priority activities and targets, and corresponding budgetary requirements for next calendar year so that it can better contribute to the effective and efficient implementation of ASP programs and projects both at the regional and division levels.
3. The specific objectives are to:
 - a. prepare work and financial plans (budget preparation) for next fiscal year; and
 - b. finalize the list of awardees and program preparation for the awarding of winners for the Brigada Eskwela 2007 Search.
4. This activity will be attended by ASP Regional Coordinators and Finance/Budget Officers of all DepED regional offices.
5. Since one of the outputs is the preparation of budget for next fiscal year, all finance officers are requested to bring laptops during the said workshop. Printed and electronic copies of outputs are expected to be submitted at the end of the workshop.
6. Regional ASP Coordinators are also expected to bring shortlists of schools identified as regional finalists for the Brigada Eskwela Search and all the necessary documentation.
7. Actual transportation expenses of regional ASP coordinators and finance/budget officers will be charged against local funds. On the other hand, actual transportation allowance of Central Office personnel shall be charged against OSEC funds.

8. Participants will be allowed to check in in the afternoon of October 17 and to check out in the morning of October 19, 2007. The program of activities is enclosed.

9. For inquiries and confirmation of attendance, please contact Ms. Eli Prado at tel. nos. (02) 638-8637 and (02) 632-1361 local 2130 and 2223.

10. Immediate dissemination of this Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary

Encl.:

As stated

Reference: None

Allotment: 1- -(D.O. 50-97)

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

PROGRAMS
WORKSHOPS

Maricar/DM-Adopt-a-School
09-18-07



PROGRAM OF ACTIVITIES

ASP Work and Financial Planning
October 18-19, 2007 | Ecotech, Cebu

Date/Time	Activity	Person Responsible
Day 1		
Officer of the Day: ELLA ARIENDA		
7:00 – 8:30 AM	Check-in Registration Breakfast	Secretariat Participants
8:30 – 9:00 AM	Opening Program WFP Overview Video Presentation	Secretariat
9:00 – 10:00 AM	Background on ASP Key Thrusts	Mari Paul C. Soriano Deputy Chief of Staff Director III, Technical Services
10:00 – 10:15 AM	SNACKS	
10:15 – 11:00 AM	Overview on ASP Operations	Angelico Mercader OIC, ASP
11:00 – 12:00 NN	Tax Incentives	Merle Asprer Admin and Finance Manager
12:00 – 1:00 PM	LUNCH	
1:00 – 1:30 PM	Priorities and Targets for 2008	Ella Arienda
1:30 – 2:00 PM	Open Forum	
2:00 – 2:30 PM	Workshop Mechanics	Merle Asprer
2:30 – 5:30 PM	Workshop 1: Preparation of Work and Financial Plans for 2008	
Day 2		
Officer of the Day: MERLE ASPRER		
8:00 – 10:30 AM	Cont. WFP Preparation ▪ Finalization of Presentation	Merle Asprer Regional Finance Officers
8:00 – 10:30 AM	Brigada Eskwela Evaluation ▪ Finalization of Regional Awardees ▪ Program Preparation for Awarding of Winners ▪ Feedback Session to include: a. Review of BE Implementation Guidelines (and Forms) b. Evaluation Criteria for selection of winners c. Recommendations for next BE	Ella Arienda Regional ASP Coordinators
10:30 – 12:00 NN	Presentation and Critiquing of Outputs By Regions	ASP Management Regional Participants
12:00 – 1:00 PM	LUNCH	
1:00 – 3:00 PM	Cont. Presentation and Critiquing of Outputs	
3:00 – 4:00 PM	CLOSING PROGRAM	