



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IV-A CALABARZON  
**DIVISION OF CAVITE**  
Trece Martires City



November 23, 2015

**DIVISION MEMORANDUM**  
**NO. 03 S. 2015**

**2015 DIVISION CAPABILITY BUILDING ON RESEARCH FOR  
ADOPT-A-SCHOOL PROGRAM ENHANCEMENT**

TO : Assistant Schools Division Superintendent  
OIC- Assistant Schools Division Superintendent  
School Governance and Operations Division (SGOD) Chief  
SGOD Personnel  
Heads, Public Elementary and Secondary Schools  
Secondary and Municipal Adopt-A-School Coordinators  
Schools Property Custodians  
All Concerned

1. The Department of Education- Cavite Province through the School Governance and Operations Division – Social Mobilization and Networking Unit will conduct the 2015 Division Capability Building on Adopt-A-School Program on November 26-27, 2015 from 8:00 am to 5:00 p.m. at Legislative Building Provincial Capitol Compound, San Agustin, Trece Martires City.
2. This Capacity Building aims to:
  - a. Re-orient designated School ASP Coordinators and Property Custodian on their roles and responsibilities and equip them with knowledge and skills necessary in proper recording of donations delivered to schools.
  - b. Reinforce guidelines on the utilization of downloaded funds;
  - c. Give updates on the conduct of the annual Brigada Eskwela;
  - d. Discuss salient features of revenue regulations on the implementation of tax incentive provisions of the ASP Act of 1988 and resolve issues and concerns arising from the requirements for application on the tax incentive entitlement of donors;
  - e. Orient the participants on the DRRM Basic Framework and present updates on DRRM systems and protocols in DepEd from national to the school level.
  - f. Present research guidelines for ASP enhancement
3. Participants to this training are the Secondary and Municipal Adopt-A-School Coordinators and Property Custodians.
4. Registration is free but the participants should pre-register online at <http://goo.gl/forms/y1UJCjyqJd> to confirm attendance.

## **EXECUTIVE COMMITTEE**

### **CHERRYLOU D. DE MESA**

OIC, Schools Division Superintendent

### **EDITHA M. ATENDIDO**

Asst. Schools Division Superintendent

### **DAISY Z. MIRANDA**

OIC- Office of the Asst. Schools Division Superintendent  
Chief, School Governance and Operations Division

## **WORKING COMMITTEE**

### **Planning**

Chairman: Marlene P. Panganiban  
Members: Mary Ann B. Gatpandan  
Jeselle Mark P. Reyes

### **Registration**

Chairman: Gina B. Dulce  
Member: Jay P. Fulvadora

### **Certificates**

Chairman: Albert B. Erni  
Member: Mary Joy C. Mendoza

### **Accommodation**

Chairman: Allain B. Alvarez  
Member: Jesselle Mark P. Reyes

### **Documentation**

Chairman: Lorena L. Arca  
Member: Theresa C. Bautista

### **Technical**

Chairman: Mary Ann B. Gatpandan  
Member: Mary Joy C. Mendoza