



Republic of the Philippines
 Department of Education
 Region IV-A (CALABARZON)
 DIVISION OF CAVITE
 Trece Martires City



March 1, 2016


DIVISION MEMORANDUM
NO. 023 S. 2016

**MUNICIPAL/ SCHOOL ROLL OUT ON CAPABILITY BUILDING ON
 RESEARCH FOR ADOPT-A-SCHOOL PROGRAM ENHANCEMENT**

TO : Assistant Schools Division Superintendent
 OIC- Assistant Schools Division Superintendent
 Education Program Supervisors
 Public School District Supervisors
 SEPS and EPS II, Social Mobilization and Networking
 Heads, Public Elementary and Secondary Schools
 Municipal and Secondary ASP Coordinators
 School Property Custodians
 All Concerned

1. Pursuant to Republic Act 8525 otherwise known as the Adopt-A-School Act, this Office announces the Municipal/ School Roll-out of the "*Capability Building on Research for Adopt-A-School Program Enhancement*".
2. This Municipal/ School Roll-out aims to:
 - a. Re-orient designated School ASP Coordinators, Property Custodian and teachers 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. 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. ASP Coordinators are directed to submit SOFTCOPY of the documentation on or before March 31, 2016 at depedcavite.asp@gmail.com. Please use the format "*ASP Seminar-Name of Municipality or School*" in the subject field of e-mail (e.g. ASP Seminar-Alfonso NHS).

4. Use the following format for the documentation:
 - a. Introduction
 - b. Summary
 - c. Working Committees
 - d. Photo Documentation (with caption)
 - e. Evaluation (problems met and recommendations)
 - f. Other supporting documents (e.g. attendance)
5. For clarifications, contact Social Mobilization secretariat nos.: (0998)-9737678 or (0917)-5197306.
6. Immediate and wide dissemination of this Memorandum is desired.


CHERRYLOU D. DE MESA
OIC-Schools Division Superintendent