



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



August 17, 2016

**DIVISION MEMORANDUM**

No. 102, s. 2016

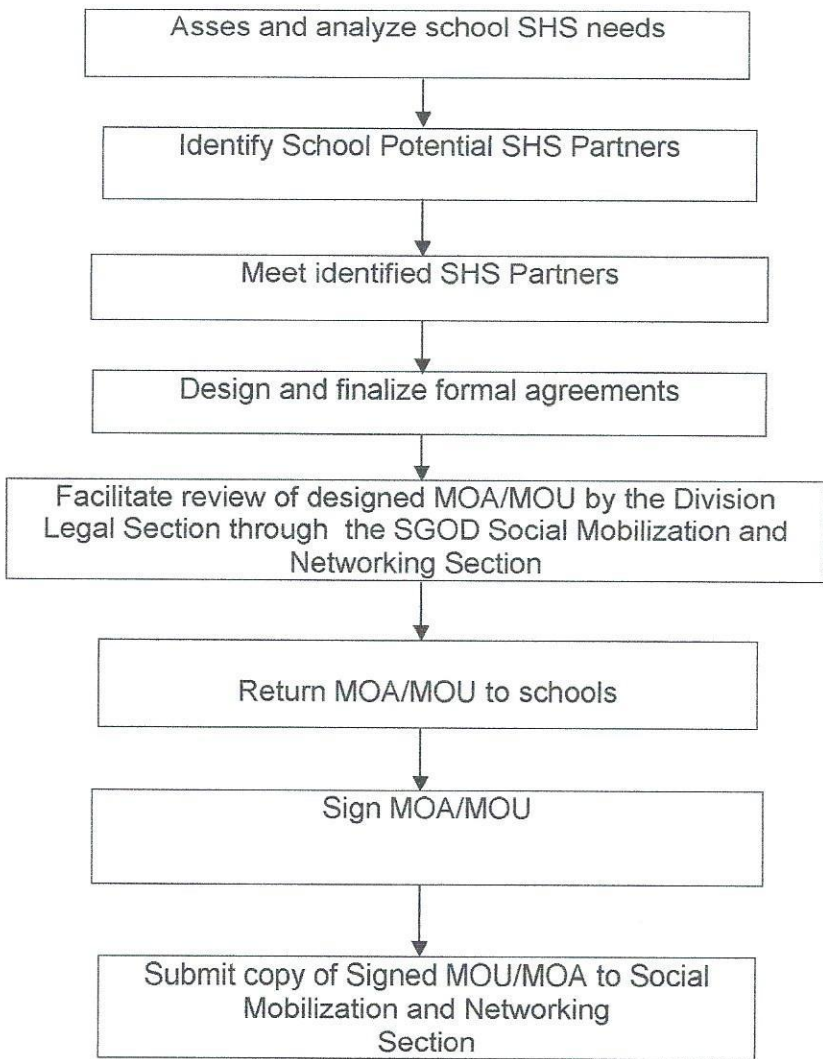
**IMPLEMENTATION OF DEPED ORDER NO. 40 s. 2015,  
GUIDELINES ON K TO 12 PARTNERSHIPS**

To: Assistant Schools Division Superintendent  
OIC, Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors  
Education Program Specialists  
Public Schools District Supervisor  
Public Senior High School Principals

1. To achieve the goals of the K to 12 Program the Department of Education (DepEd) needs to enter into partnerships with different groups for the work immersion opportunities of the Public Senior High School (SHS) learners such as the use of facilities and equipment, additional teachers, training opportunities, and resources in the form of donations.
2. These guidelines are designed to help personnel from the central office, regional, schools division, and public secondary schools in undertaking the following steps of Partnership-Building Activities (PBA):
  - a. Research and needs analysis;
  - b. Identification of potential partners;
  - c. Meeting with potential partners;
  - d. Designing and finalizing the formal agreements; and
  - e. Managing, monitoring and evaluating the partnerships.
3. Enclosed is the division processes for the signing of Memorandum of Understanding or Agreement to be reviewed by the Division Legal Section through the Social Mobilization & Networking Section.
4. Senior High School Implementers who have already established the MOU/MOA with education partners are requested to copy furnished the SGOD- Social Mobilization & Networking Section your signed MOA/MOU on or before September 7, 2016.
5. Immediate dissemination and strict compliance of this memorandum is desired.

  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

DIVISION PROCESS FLOW ON THE SIGNING OF SENIOR HIGH SCHOOL MOU/MOA



No.	Task	Persons in-charge	Timeline	MOV's
1	Asses and analyze school SHS needs	Secondary School Principal/Heads SHS Coordinator		SHS needs data
2	Identify School Potential SHS Partners	Secondary School Principal/Heads SHS Coordinator		Mapping of Partners Data
3	Meet identified SHS Partners	Secondary School Principal/Heads SHS Coordinator		Partnership letters/Documentation/ Appearance
4	Design and finalize formal agreements	Secondary School Principal/Heads SHS Coordinator Representative from Division and Partners	August 24, 2016	Draft MOU/MOA (MOU can be accepted)
5	Facilitate review of designed MOA/MOU by the Division Legal Section through the SGOD Social Mobilization and Networking Section	SGOD Social Mobilization Section & Division Legal Section	August 25-31, 2016	Draft MOA/MOU
6	Return MOA/MOU to school for signing with partner	SGOD, Social Mobilization Section and Division Legal Section	September 1-2, 2016	MOA/MOU
7	Signing of MOA/MOU	SDS, ASDS,s CID Chief, LGU Representative Social Mobilization & Networking Section, Secondary School Principal/Heads SHS Coordinator and Partners	September 5, 2016	MOU/ MOA
8	Submit copy of signed MOA/MOU to Social Mobilization & Networking Section	Secondary School Principal/Heads SHS Coordinator	September 7, 2016	Signed MOU/ MOA