



March 9, 2017

**DIVISION MEMORANDUM**  
No. 61, s. 2017

**MUNICIPAL ROLL-OUT OF THE SCHOOL PARTNERSHIPS  
DATA SHEET (SPDS)**

To: OIC, Assistant School Division Superintendent  
Chief, CID  
Education Program Supervisors/Specialists  
Public Schools District Supervisors  
Public School Heads  
Public Schools ASP Coordinators  
All concerned

1. With reference to the Division Memo no. 0027, s. 2017, Capacity Building for Adopt-A-School Program (ASP) Coordinators and Orientation on External Partnership Service (EPS) School Partnerships Data Sheet (SPDS), this office calls the ASP Coordinators to conduct a Roll-Out of the School Partnerships Data Sheet (SPDS) on March 23, 2017 in each municipality/city.
2. This activity aims:
  - a. orient the School Heads and all the ASP Coordinators on the use of SPDS;
  - b. subject the system into further testing and validation in order to fine tune templates and verify the efficiency of initially reporting mechanisms; and
  - c. identify issues and concerns on the usability of SPDS for system improvement.
3. The ASP Coordinators who attended the Capacity Building for Adopt-A-School (ASP) Coordinators and Orientation on External partnerships Service (EPS) School Partnerships Data Sheet (SPDS) on February 10, 2017 shall ensure that all the school heads and ASP coordinators in their municipality/city will learn the SPDS and use this in consolidating their ASP generated resources.
4. The SPDS Division Consolidator for School shall be used by each ASP coordinator in consolidating their generated resources and submit this to the District ASP coordinator who then will use the SPDS Division Consolidator for District to consolidate the ASP quarterly reports of their municipality/city effective March 28, 2017.
5. The documentation on the conduct of the SPDS roll-out and Adopt-A-School quarterly report must be emailed at [depedcavite.asp@gmail.com](mailto:depedcavite.asp@gmail.com).
6. Transportation of the participants and incidental expenses in the conduct of the activity shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.

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