



Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

January 27, 2017

DepEd - MUNTINLUPA

RELEASED

CR

DATE

1/27/17

DIVISION MEMORANDUM


TO: OIC - Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary & Secondary School Principals / OICs

ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT

1. This Office reiterates the submission of Adopt-A-School Program Quarterly Reports on the following scheduled dates:

First Quarter	-	March 31, 2017
Second Quarter	-	June 30, 2017
Third Quarter	-	September 29, 2017
Fourth Quarter	-	December 29, 2017

2. Attached are the forms for your information and guidance.
3. Immediate and wide dissemination of this Memorandum is desired.


MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent



Republic of the Philippines
 Department of Education
 National Capital Region
 External Partnership Service
Consolidated Quarterly Report

Region: _____

Division: _____

Period Covered: _____

SCHOOL FACILITIES IMPROVEMENT AND IT SUPPORT PACKAGES

DONATION		RECIPIENT		QUANTITY	AMOUNT	PARTNERSHIP				DATE COMPLETED/ TURN-OVER
TYPES OF DONATIONS	PARTICULAR DONATION (Details of Donation)	SCHOOL ID	NAME OF SCHOOL			PRIVATE SECTOR	LGU/ NGAs	NGOs	INTERNATIONAL	
School Infrastructure										
1. construction of new classroom, comfort room, laboratory, library, covered court, stage, pathway, fence and gate (pls specify)										
2. repair of classroom, comfort room, laboratory, library, covered court, stage, pathway, fence and gate (pls specify)										
3. intallation of handwashing facilities, water system, electrical facilities (pls specify)										
4. hardware materials										
5. maintenance support (cleaning materials, kitchen utensils, paintings, landscaping)										
Technology and Multimedia-Media Support										
1. computer package (desktop, laptops, printer, scanner, software, etc)										
2. electronic devices (tpad/tablet, ebooks)										
3. media players (DVD players, CDs, ematerials like mathenic, bayani)										
4. sound system (amplifier, speakers, etc)										
5. internet (broadbands, e-channel subscription, internet connectivity)										
6. computer skills training										
Furniture and Appliances										
1. chairs, tables, desks, shelves and cabinets, bckboards, fans, TV, ref, kitchen equipment/utensils etc										
TOTAL										

*Please attached the following documents:

1. Deed of Donation
2. Deed of Acceptance

Prepared by: _____

ASP Coordinator

Noted by: _____

Chief of Office

Approved by: _____

Schools Division Superintendent

Republic of the Philippines
 Department of Education
 National Capital Region
 External Partnership Service
Consolidated Quarterly Report

Region: _____
 Division: _____
 Period Covered: _____

LEARNERS' AND TEACHERS' SUPPORT PACKAGE

DONATION		RECIPIENT		QUANTITY	AMOUNT	PARTNERSHIP				DATE COMPLETED / TURN-OVER
TYPES OF DONATIONS	PARTICULAR DONATION (Details of Donation)	SCHOOL ID	NAME OF SCHOOL			PRIVATE SECTOR	LGU/ NGAs	NGOs	INTERNATIONAL	
1. School Supplies and Uniforms										
2. Wellness, Health and Nutrition										
	<i>hearing aid</i>									
	<i>medical & dental check up</i>									
	<i>eye check up, eye glasses</i>									
	<i>feeding program (100 days)</i>									
	<i>vitamins, vaccination</i>									
	<i>anti-lice shampoo/treatment</i>									
	<i>anti-dengue spary</i>									
	<i>feeding and kitchen paraphernalia</i>									
	<i>seeds for for vegetables garden</i>									
	<i>planting utensils</i>									
3. Financial Support										
	<i>financial subsidy</i>									
4. Training and Skills Development										
	<i>seminar-Workshop</i>									
	<i>orientation programs</i>									
	<i>study tour, benchmarking</i>									
	<i>field trips</i>									
	<i>scholarship programs</i>									
5. Teaching and Learning Aids and Devices										
	<i>reference and supplementary reading materials</i>									
	<i>manipulatives (toy, flash cards, posters, board games, etc)</i>									
	<i>other learning aids and devices</i>									
TOTAL										

*Please attached the following documents:
 1. Deed of Donation
 2. Deed of Acceptance

Prepared by: _____

ASP Coordinator

Approved by: _____

Schools Division Superintendent

Noted by: _____

Chief of Office

Republic of the Philippines
 Department of Education
 National Capital Region
 External Partnership Service
Consolidated Quarterly Report

Region: _____

Division: _____

Period Covered: _____

SENIOR HIGH SCHOOL PROGRAM SUPPORT PACKAGE

DONATION		RECIPIENT		QUANTITY	AMOUNT	PARTNERSHIP				DATE COMPLETED / TURN-OVER
TYPES OF DONATIONS	PARTICULAR DONATION (Details of Donation)	SCHOOL ID	NAME OF SCHOOL			PRIVATE SECTOR	LGU/ NGAs	NGOs	INTERNATIONAL	
1. Use of Facilities										
<i>computer laboratories</i>										
<i>Life Science Laboratory</i>										
<i>Chemistry Laboratory</i>										
<i>Physical Science Laboratory</i>										
<i>Music/Dance Studio/Room</i>										
<i>Library</i>										
<i>TechVoc facilities and laboratories</i>										
<i>School buildings/classroom</i>										
2. Professional Services and Expertise										
<i>lecturer</i>										
<i>resource speakers</i>										
3. Equipment, materials, machines										
<i>audiovisual equipment</i>										
<i>multimedia materials</i>										
<i>Basic Science equipment</i>										
<i>mechanics science equipment</i>										
<i>sports equipment</i>										
<i>Tech voc equipments (sewing machine, kitchen and culinary, baking, handicraft, industrial arts, etc)</i>										
4. Land and real Property										
5. Financial Support										
TOTAL										

*Please attached the following documents:
 1. Deed of Donation
 2. Deed of Acceptance

Prepared by:

 ASP Coordinator

Approved by:

 Schools Division Superintendent

Noted by:

 Chief of Office