DepED
DEPARTMENT OF EDUCATION
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes St., Kalibo, Aklan
Tel. Nos.: (036) 268-4235; 268-4234; 262-8816; 268-3097

July 5, 2018

DIVISION MEMORANDUM
No. 190, s. 2018

SCHEDULE OF SUBMISSION OF THE ADOPT-A-SCHOOL REPORT FY 2018

TO: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors / Principals In-Charge of the District / Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public/Private Elementary, Secondary and Integrated Schools
All Others Concerned

1. The field is advised of the following schedule of submission of **Adopt-A-School (ASP)** quarterly report for the Fiscal Year 2018.

Period Covered		**Date to be Submitted to the Division Office**	**Date to be Submitted to the Central Office**
Second Quarter	April, May, June	July 9, 2018	July 13, 2018
Third Quarter	July, August, September	September 3, 2018	September 7, 2018
Fourth Quarter	October, November, December	December 3, 2018	December 6, 2018

2. The hard copies of ASP quarterly report (excel format) must be submitted to the receiving section of the Division Office and the soft copies (excel format) must be emailed to architect32109@gmail.com.

3. The template forms are attached to this memorandum.

4. Immediate and wide dissemination of this memorandum is desired.

Dr. SALVADOR O. OCHAVO, Jr., CESO VI
Schools Division Superintendent

Enclosure: as stated
To be indicated in the Perpetual Index under the following subjects:

PARTNERSHIPS **POLICIES** **REPORTS**

Republic of the Philippines
Department of Education
EXTERNAL PARTNERSHIPS SERVICE

CONSOLIDATED QUARTERLY REPORT

Region: _____ PERIOD COVERED: _____

Division: _____

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										
construction of new classroom, Comfort Room, laboratory, library,covered court, stage, pathway, fence and gate (pls specify)										
repair of classroom, Comfort Room, laboratory, library,covered court, stage, pathway, fence and gate (pls specify)										
installation of handwashing facilities, water system, electrical facilities (pls Specify)										
Hardware materials										
Maintenance support (cleaning materials, kitchen utensils, paintings, landscaping)										
Land / Real Property										
Technology and Multi-Media Support										
computer package (desktop, laptops, printer, scanner, software, etc)										
electronic devices (ipad/tablet, ebooks)										
media players (DVD players, CDs, ematerials like mathenic, bayani)										
Sound System (amplifier, speakers, etc)										
internet (broadbands, e-channel subscription, internet connectivity)										
computer skills training										

Region: _____

PERIOD COVERED: _____

Division: _____

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	
Furniture and Appliances										
chairs, tables, desks, shelves and cabinets, blackboards, 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
EXTERNAL PARTNERSHIPS SERVICE

CONSOLIDATED QUARTERLY REPORT

Region: _____ PERIOD COVERED: _____

Division: _____

LEARNERS' AND TEACHERS' SUPPORT PACKAGE

DONATION		RECIPIENT		QUANTITY	AMOUNT	PARTNERSHIP				DATE COMPLETED/TURNOVER
TYPES OF DONATIONS	PARTICULAR DONATION (Details of Donations)	SCHOOL ID	NAME OF SCHOOL			PRIVATE SECTOR	LGU/NGAs	NGOs	INTERNATIONAL	
1) School Supplies and Uniforms										
2) Wellness, Health and Nutrition										
hearing aid										
medical & dental check up										
eye check up, eye glasses										
feeding program (100 days)										
vitamins, vaccination										
anti-lice shampoo/treatment										
Anti-dengue spray										
feeding and kitchen paraphernalia										
seeds for vegetables garden										
planting utensils										
3) Financial Support										
Financial Subsidy										
4) Training and Skills Development										
Seminar-Workshop										
Orientationprograms										
study tour, benchmarking										
field trips										
schalarship programs										
5) Teaching and Learning Aids and Devices										
Reference and supplementary reading materials										
manipulativeS (toy, flash cards, posters, board gomes, etc)										
Other learning aids and devices										
TOTAL					-					

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Prepared by:

_____
ASP COORDINATOR

Noted by:

_____
CHIEF OF OFFICE

Approved by:

_____
Schools Division Superintendent

Republic of the Philippines
Department of Education
EXTERNAL PARTNERSHIPS SERVICE

CONSOLIDATED QUARTERLY REPORT

Region: _____

PERIOD COVERED: _____

Division: _____

LAST MILE LEARNERS' SUPPORT PACKAGE

DONATION		RECIPIENT		QUANTITY	AMOUNT	PARTNERSHIP				DATE COMPLETED/TURN OVER
TYPES OF DONATIONS	PARTICULAR DONATION (Details of Donations)	SCHOOL ID	NAME OF SCHOOL			PRIVATE SECTOR	LGU/NGAs	NGOs	INTERNATIONAL	
Kariton Klasrum										
Lighted PH										
solar panels and lamps										
Pedals and Paddles										
bikes										
boats										
Others										
TOTAL										

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Prepared by:

_____
ASP COORDINATOR

Noted by:

_____
CHIEF OF OFFICE

Approved by:

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Schools Division Superintendent

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Department of Education
EXTERNAL PARTNERSHIPS SERVICE

CONSOLIDATED QUARTERLY REPORT

Region: _____ PERIOD COVERED: _____

Division: _____

SENIOR HIGH SCHOOL PROGRAM SUPPORT PACKAGE

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

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ASP COORDINATOR

Noted by:

_____
CHIEF OF OFFICE

Approved by:

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Schools Division Superintendent