



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City 7100


RELEASED

PARA SA
EDUKASYON

6 OCT 2016

DIVISION MEMORANDUM
No. 398 S. 2016

To : Public Schools District Supervisors
School Heads/Principals, Elementary and High School Departments
School Partnership Focal Persons
All Others Concerned

From :  **NATIVIDAD P. BAYUBAY, CESO VI**
Officer In-Charge
Office of the Schools Division Superintendent

Subject: **ELEVEN BATCHES, ONE-DAY MOBILE CAPACITY BUILDING AND
UPDATING OF ADOPT-A-SCHOOL PROGRAM FOR THE SCHOOL
PARTNERSHIP FOCAL PERSONS AND SCHOOL
HEADS/PRINCIPALS**

1. To help schools in intensifying its networking and linkage with external partners in order to improve the quality of education services to the school community, the Schools Division Office thru the Social Mobilization and Networking Unit of the School Governance and Operations Division announces the conduct of the *Capacity Building and Updating of the Adopt-a-School Program for the designated School Partnership Focal Persons* (preferably the designated Property Custodian or the Supply Officer) and the *School Heads/Principals* from both elementary and high school departments.
2. Highlights of the convergence would be the discussion and workshop on the following topics, to wit:
 - i. Re-orientation on DepEd programs, Partnership-Building Process, SHS, Adopt-a-School (Brigada Eskwela);
 - ii. Guidelines on Accepting Donations and processing applications for the availment of tax incentives for partners supporting the K to 12 Program;
 - iii. Presentation and Filling Out of the Revised templates on reporting on generated Resources from Private Sector Partnership; and iv. Needs Assessment Tools used for SHS.
3. Clustering, schedule and venue of the Mobile Capacity Building and Updating of Adopt-a-School Program are shown in tabular below;

Batch/Clustered Districts	Venue	Date
1. Sergio Osmena I & II, Polanco I & II	Polanco Central School	October 17, 2016
2. Pinan, Mutia, La Libertad, Sibutad, Rizal	Pinan Central School	October 18, 2016
3. Katipunan I & II, Roxas I & II	Roxas Central School	October 19, 2016
4. Manukan I & II, Ponot, Sindangan North	Ponot Central School	October 20, 2016
5. Sindangan Central, Sindangan South, Siayan	Sindangan National High School	October 21, 2016
6. Bacungan, Godod, Salug I & II	Salug Central School	November 14, 2016
7. Labason, Gutalac I & II	Gutalac Central School	November 15, 2016
8. Baliguian, Siocon, Sirawai	Siocon Central School	November 16, 2016
9. Sibuco District	Malayal Central Elementary School	November 4, 2016
10. All Senior High School	Sindangan National Agricultural School	November 18, 2016

4. Participants are advised to bring laptop and the data on school resources for the workshops.
5. Supplies and materials needed for the Capacity-Building, together with the travel expenses of the Division personnel shall be charged against the Division downloaded Adopt-a-School Program (ASP) Funds FY 2016. Travel expenses of the participants shall be charged against the respective School MOOE, subject to the usual auditing and accounting procedures.
6. Widest dissemination of this Memorandum is desired.