



13 April 2023


Division Memorandum

No. 85, s. 2023

**DESIGNATION OF SCHOOL ADOPT-A-SCHOOL (ASP)/BRIGADA ESKWELA
COORDINATORS FOR SCHOOL YEAR 2022-2023**

To: Assistant Schools Division Superintendent
Chiefs) SGOD, CID
Education Program Supervisors
Public Schools District Supervisors
School Heads) Elementary, JHS, SHS
ASP/BE School Coordinators
All Others Concerned
This Division

1. This Division of Pagadian City is requiring all School Heads to designate in writing a School Adopt-a-School/Brigada Eskwela Coordinators for School Year 2022-2023.
2. The designated coordinators will serve for one (1) year and can be re-designated by the School Heads.
3. There should only be one (1) ASP and BE School Coordinator for each school. The template of the school designation order indicating its roles and responsibilities is found in enclosure 1.
4. The list of all designated coordinators by district must be submitted by the PSDSs to the Office of SGOD Chief Ma. Madelene P. Mituda, EdD following the format in Annex B **on or before May 2, 2023**.
5. A copy of the designation order (Annex A) shall be submitted to SGOD-Social Mobilization and Networking Section on or before **April 20, 2023**.
6. For information, guidance, and compliance.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

hsb/Div.Memo/SocMob SGOD/_init.mmpn/SGOD Chief
Control No. ___/04/13/2023





ANNEXA

SCHOOL MEMORANDUM

No. _____, s. 2023

(Date)

TO : _____ (Name)
_____ (Position)

SUBJECT: DESIGNATION ORDER

Due to the exigency in government service, you are hereby officially designated as _____ **COORDINATOR** of our school immediately upon receipt hereof.

That as such, you are hereby directed to perform the following roles and responsibilities as School ASP/BE Coordinator:

1. Attend meetings, special events, trainings and workshops called for by the Division;
2. Informs the School Head on the updates pertaining to Adopt-a-School Program and Brigada Eskwela;
3. Takes charge and facilitates the delivery of the support to the school from the stakeholders as scheduled;
4. Prepares the school monthly report on the resources generated through the DepEd Partnerships Database System (DPDS) which is due on or before the 6th day of the following month.
5. Prepares the School Brigada Eskwela Accomplishment Reports using the official forms due for submission to the SDO on the specified deadline stated in the Division Memorandum.
6. Identifies potential partnering entities that could be engaged in supporting the priority needs of the school not through solicitation but through submission of project/partnership proposals.
7. Establishes and maintains database of information of potential education partners within their respective area; and
8. Assists the School Head and private partnering entities/stakeholders in the preparation of Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) especially if the education private partner would like to avail of the tax incentives for donations per RA 8525 otherwise known as the Adopt-a-School Act of 1998 and Revenue Regulations No. 10-2003.

That this Memorandum shall take effect from the date of the issuance until such time that this has been revoked and cancelled by the undersigned for whatever lawful and legal grounds.

For immediate dissemination and strict compliance.

Approved:

School Principal/Head

