



Republic of the Philippines
Department of Education

24 JUL 2015

DepEd MEMORANDUM
No. **78**, s. 2015

2015 CAPACITY BUILDING SEMINAR-WORKSHOPS FOR ADOPT-A-SCHOOL PROGRAM (ASP) REGIONAL AND DIVISION COORDINATORS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd), through the Office of Undersecretary for Partnerships and External Linkages (OUPEL) and the Adopt-a-School Program (ASP) Secretariat, will conduct the **Capacity Building Seminar-Workshops for ASP Regional and Division Coordinators** by cluster on the following dates with their respective venues:

| Cluster/Region | Date/Venue | Check-in Date/Time | Check-out Date/Time |
|---|--|-------------------------------|-------------------------------|
| 1 Cordillera Administrative Region (CAR), VI, VII and VIII | August 4-6, 2015 Baguio Teachers Camp (BTC) Baguio City | August 4, 2015 12:00 noon | August 6, 2015 12:00 noon |
| 2 III, IX, X, XI, XII and Caraga | August 11-13, 2015 Hotel Stotsenberg Clark Freeport Zone Angeles City | August 11, 2015 12:00 noon | August 13, 2015 12:00 noon |
| 3 I, II, IV-A (CALABARZON), IV-B (MIMAROPA), National Capital Region (NCR) and V | August 25-27, 2015 Legazpi City | August 25, 2015 12:00 noon | August 27, 2015 12:00 noon |

2. The activity aims to:

- orient newly-designated ASP coordinators on their roles and responsibilities, and equip them with knowledge and skills necessary in project preparation, implementation and monitoring;
- strengthen coordination with ASP coordinators and supply officers to ensure proper recording of donations delivered to schools divisions and regions;
- reinforce guidelines on the utilization of downloaded funds to the regions and schools divisions;
- prepare for the conduct of the 2015 *Brigada Eskwela* Awards Program; and
- discuss salient features of revenue regulations on the implementation of tax incentive provisions of the ASP Act of 1998 and resolve issues and concerns arising from the requirements for application on the tax incentive entitlement of donors.

3. The participants to this activity are the designated ASP regional and division coordinators, the officials and staff from OUPEL and ASP Secretariat.
4. Every participant is expected to bring a copy of the Schools Division's Consolidated Liquidation Report based on utilized ASP budget in 2014.
5. The travel expenses of the participants from the regions and schools division offices shall be charged to local funds, while the expenses of those from the central office shall be charged to ASP Funds subject to the usual accounting and auditing rules and regulations.
6. Participants are advised to register prior to the actual schedule of the activities. Enclosed is a copy of the pre-registration form to be accomplished and submitted to the ASP Secretariat through email address: brigadaeskwela.deped@gmail.com.
7. For more information, all concerned may contact the **Adopt-a-School Program (ASP) Secretariat**, Department of Education (DepEd) Central Office, 5th Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City, at telephone no.: (02) 638-8637.
8. Immediate dissemination of this Memorandum is desired.



BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum No.: 86, s. 2014

To be indicated in the Perpetual Index
under the following subjects:

CONFERENCES
PROGRAMS
SEMINARS
WORKSHOPS

DepED Memorandum No.78, s.2015

July 24, 2015

2015 Capacity Building Seminar-Workshops for Adopt-a-School Program (ASP)
Regional and Division Coordinators

ACKNOWLEDGMENT RECEIPT

RECEIVED BY:


DIOSDADO M. SAN ANTONIO
Director IV

Schools Division Superintendent
Division of: _____

District Supervisor
District of: _____

RECEIVED AND DISSEMINATED BY:

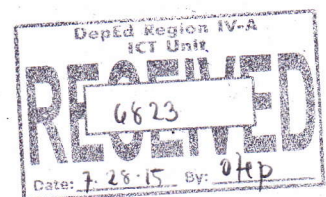
School Principal

Name of School

District: _____

Division of: _____

ICT Unit



(Enclosure No. 1 to DepEd Memorandum No. 78, s. 2015)

**PRE-REGISTRATION FORM
(To be submitted not later than July 31, 2015)**

Name of Participant : _____

Position: _____

Office: _____

Region/Division: _____

Landline No: _____

Mobile Phone No. : 1 . _____

No. 2 . _____

Email Address: _____

Please check your answer :

I belong in Seminar-Workshop Cluster: Cluster 1 Cluster 2 Cluster 3

I am an ASP Regional Coordinator :

Yes, since _____ (cite starting period of designation)

No

I am an ASP Division Coordinator :

Yes, since _____ (cite starting period of designation)

No

Currently, I hold the position _____ (cite the plantilla position/item) in the
_____ (cite the office/unit) .

Please email the accomplished form to brigadaeskwela.deped@gmail.com.

(Enclosure No. 2 to DepEd Memorandum No. 78, s. 2015)

PROGRAM OF ACTIVITIES

| DATE/TIME | ACTIVITY | PERSON RESPONSIBLE |
|------------------|---|---|
| Day 1 | | |
| | <ul style="list-style-type: none"> ▪ Check-in ▪ Registration ▪ Dinner | ASP Secretariat & other participants |
| Day 2 | | |
| 7:00 am-8:00 am | BREAKFAST | |
| 8:00 am -12:00nn | <ul style="list-style-type: none"> ▪ Prayer ▪ Lupang Hinirang ▪ Roll call of participants | |
| | <ul style="list-style-type: none"> • Welcome Remarks • House Rules | Host Region representative |
| | <ul style="list-style-type: none"> • Overview of the Adopt-a-School Program • Revisiting the roles and responsibilities of ASP Coordinators • DepEd's Last Mile Efforts • MESSAGE | <p>_____</p> <p>Eleonor Prado ASP Secretariat</p> <p>_____</p> <p>MARIO A. DERIQUITO Undersecretary for Partnerships and External Linkages</p> |
| 12:00 nn-1:30 pm | LUNCH | |
| 1:30pm- 4pm | <ul style="list-style-type: none"> • Implementing the Tax Incentives Provisions of Republic Act No. 8525, Otherwise Known as the "Adopt-a-School Act of 1998" • Requirements and Guidelines in the Utilization and liquidation of downloaded ASP Funds • Guidelines on Recording of Donations <p>WORKSHOP</p> | <p>BIR Resource Person</p> <p>Zeny Lastimosa ASP Secretariat</p> <p>Ms. Maritess Ablay Chief, Property Division</p> |
| Day 3 | BREAKFAST | |
| 8:00 am-12 nn | Preparation for the Brigada Eskwela 2015 Awards Program | |
| | Distribution of Certificates and Photo-Ops | |
| | Participants' Evaluation | |
| | Home Sweet Home | |