

31 October 2023

Regional Memorandum
No.664 s.2023

**REITERATION ON THE IMPLEMENTATION OF THE
EXISTING POLICIES AND GUIDELINES IN FORGING
PARTNERSHIP UNDER THE ADOPT-A-SCHOOL
PROGRAM**

To **Schools Division Superintendents**

1. In reference to DepEd Orders No. 2, s. 2013¹ and No. 24, s. 2016² this Office, through the Education Support Services Division, reiterates the full implementation of the existing policies and guidelines in forging partnership under Adopt- A School Program.
2. Republic Act No. 8525 and its implementing Rules and Regulations (IRR) must be thoroughly read by the school heads in order to create and maintain a partnership between DepEd and Partners. This can be done by giving the private sector a platform to contribute to nation-building through education.
3. Prior to the act of accepting donations from external partners, school heads must notify the Schools Division Office through the School Governance and Operations Division (SGOD) - Social Mobilization and Networking (SMN).
4. The Social Mobilization and Networking (SMN) focal person is requested to attend a Virtual Meeting on November 9, 2023, at 1:00 p.m. The meeting link will be sent through email.
5. This Memorandum highlights that the private entities must possess the following qualifications at any time during the term of the Agreement to wit:
 - a. It must have a credible track record as an organization;

¹ Guidelines on Accepting Donations and on Applications for the Availment of Tax Incentives by Private Donor – Partners Supporting the K-12 Program.

² Revised Implementing Rules and Regulations of RA 8525 otherwise known as Adopt-A-School Program Act





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- b. It must be paying its required taxes on time or within the concerned fiscal year;
 - c. It must have been in existence for at least one year as shown in its Articles of Incorporation from the Security and Exchange Commission, Certificate of Registration at the Cooperative Development Authority, or business permit from the local government;
 - d. It must not have been prosecuted and found guilty of engaging in any illegal activities;
 - e. It must be affiliated or connected to any group in the tobacco industry and ;
 - f. It must possess the thrust and image aligned with the values which the DepEd promotes.
6. For further details, contact Chief Michael Girard R. Alba at 09178882731 or Mr. Wilbert Ulpindo, Regional Partnership Focal Person at essd.calabarzon@deped.gov.ph.
7. Immediate dissemination of this Memorandum is desired.


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Regional Director 

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