



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Unnumbered Memorandum

DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO. DEL. NOR.
DIPOLONG CITY 7100

RELEASED

JUL 05 2018

To : Public Schools District Supervisors
Elementary and Secondary School Heads
School ASP Coordinators
All Others Concerned

From : Office of the Schools Division Superintendent

Subject : **SUBMISSION OF ADOPT-A-SCHOOL PROGRAM
QUARTERLY REPORT**

Date : July 4, 2018

1. In reference with DepEd Memorandum No. 364, s. 2007 *Coordination of All Private Sector Engagements with DepEd Through the Adopt-A-School Program (ASP) Secretariat*, DepEd Order No. 82, s. 2009 *Documentation Procedures on Private Sector Donations to Public Schools* and DepEd Memorandum No. 19, s. 2010 *Changes in DepEd Order No. 82, s. 2009*, this office hereby advises the school heads to submit to the district supervisor the necessary ASP quarterly reportorial requirements using the attached form/s corresponding to the kind of support received from the external stakeholders as follows:

Form 1 – Learning Environment;	Form 6 – Training and Development;
Form 2 – Learning Support;	Form 7 – Direct Assistance; and
Form 3 – Technology Support;	Form 8 – Assistive Learning Devices
Form 4 – Health and Nutrition;	for Students with Special
Form 5 – Reading Program;	Needs
2. Deadline for submission for the 1st (January to March) and 2nd (April to June) Quarterly Reports (hard copy) to the Office of the Public Schools District Supervisor shall be on July 31, 2018. Deadline for submission for the 3rd (July to September) and 4th (October to December) Quarterly Reports has been set on October 15, 2018 and January 15, 2019, respectively.
3. The district supervisor shall collate the 1st and 2nd Quarterly Reports received from the school heads and submit the same to the Social Mobilization and Networking (SMN) Unit, ASP Division Focal Unit, on August 15, 2018. The 3rd and 4th Quarterly Reports shall likewise be collated and submitted to the SMN on October 31, 2018 and January 31, 2019.
4. For strict compliance.

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

____ QUARTER, CY 2018

RECEIVED
OFFICE OF ZAMBIA BEL AIR
PHOTOLOGICAL 7100

Email Address: _____

RECEIVED
JUL 05 2016
FBI - NEW YORK

* Please attached following documents:

Prepared by:

1. Deed of Donation

2. Deed of Acceptance

ASP Coordinator

School Head

ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT

_____ QUARTER, CY 2018

ASPFORM:PIM-SCH

Region: _____
 Division: _____
 School: _____
 Address: _____
 School ID: _____
 Contact Nos.: _____
 Email Address: _____

Form 1: LEARNING ENVIRONMENT

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. CLASSROOM						
-	New Construction					
-	Rehabilitation/Repair					
2. FURNITURE						
-						
-						
3. TOILET & WASH FACILITIES						
-	New Construction					
-	Renovation/Repair					
4. MAINTENANCE						
-						
-						
5. REAL STATE						
-						
6. OTHERS PLS. SPECIFY						
-						
-						
TOTAL			-			

* Please attached following documents: Prepared by: _____

1. Deed of Donation

2. Deed of Acceptance

ASP Coordinator

School Head

QUARTER, CY 2018

Region: _____

Division: _____

School:

Address:

School ID: _____

Contact Nos.: _____

Email Address: _____

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. AUDIO-VISUAL						
EDUCATIONAL MATERIALS						
2. SCHOOL SUPPLIES						
3. EDUCATIONAL FILM/ LIBRARIES						
4. OTHERS PLS. SPECIFY						
TOTAL						

* Please attached following documents: Prepared by:

1. Deed of Donation
2. Deed of Acceptance

ASP Coordinator

School Head

ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT

_____ QUARTER, CY 2018

ASPFORM:PIM-SCH

Region:

Division:

School:

Address:

School ID:

Contact Nos.:

Email Address:

Form 3: TECHNOLOGY SUPPORT

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. COMPUTER						
2. ELECTRONIC LEARNING MATERIALS						
3. INTERNET CONNECTIVITY						
4. OTHERS PLS. SPECIFY						
TOTAL			-			

* Please attached following documents:

1. Deed of Donation

2. Deed of Acceptance

Prepared by:

ASP Coordinator

School Head

____ QUARTER, CY 2018

Region: _____

Division: _____

School: _____

Address: _____

School ID: _____

Contact Nos.: _____

Email Address: _____

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. FEEDING PROGRAM						
2. MEDICAL/DENTAL						
MISSION/CHECK-UPS						
3. DEWORMING						
INTERVENTION						
4. HEALTH SUPPLIES						
5. OTHERS PLS. SPECIFY						
TOTAL			-			

Please attached following documents:

Prepared by:

- ASP Coordinator

School Head

QUARTER, CY 2018

School Head

____ QUARTER, CY 2018

Region: _____

Division: _____

School: _____

Address: _____

School ID: _____

Contact Nos.:
Email Address:

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. TEACHERS/PRINCIPAL TRAINING						
2. STUDENT/PUPILS TRAINING AND FIELD TRIP						
3. OTHERS PLS. SPECIFY						
TOTAL						

Prepared by:

1. Deed of Donation
2. Deed of Acceptance

ASP Coordinator

School Head

ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT

____ QUARTER, CY 2018

ASPFORM.P1M-SCH

Region: _____

Division: _____

School: _____

Address: _____

School ID: _____

Contact Nos.: _____ Email Address: _____

Form 8: ASSISTIVE LEARNING DEVICES FOR STUDENT WITH SPECIAL NEEDS

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1.	PENCIL GRIPS					
2.	SPECIAL CHAIRS					
3.	SPELLING CHECK DEVICES					
4.	HEARING AIDES					
5.	TALKING COMPUTERS					
6.	SPECIALIZED KEYBOARDS					
8.	BRAILLE (BOOKS)					
9.	COMPUTERIZED SYSTEMS					
10.	OTHERS PLS. SPECIFY					
	TOTAL		-			

* Please attached following documents:

Prepared by: _____

1. Deed of Donation

2. Deed of Acceptance

ASP Coordinator _____

School Head _____