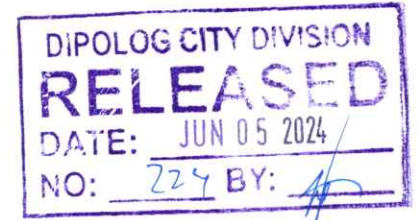




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



05 June 2024

DIVISION MEMORANDUM
No. 224, s. 2024

SCHOOL PARTNERSHIPS FOCAL PERSON MEETING

To: **Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
This Division**

1. With the recent conduct of orientation on the roles of non-teaching personnel in managing the department's ancillary programs, the Schools Governance and Operations Division (SGOD) through the Social Mobilization and Networking (SMN) section will conduct a **Meeting for School Partnerships Focal Person** on **10 June 2024, 01:30 p.m.** at **Division Training Center, Miputak, Dipolog City**.
2. The meeting aims to orient the school focal on RA 8525 "Adopt-a-School Program", DepEd Partnerships and Database System (DPDS), and other PPAs related to partnerships.
3. With this, **School Heads must ensure the participation of one (1) School Partnership Focal Person (Admin Officer II/ LSB Admin or Non-Teaching Personnel)**.
4. Enclosed is the SMN Duty Matrix and Meeting Flow for reference and guidance.
5. If you have any concerns, kindly contact Crispo V. Gahisan and Jesel B. Chiu of SMN section.
6. For information and guidance.


MA. LIZA R. TABILON EdD., CESO V
Schools Division Superintendent

Encl.: SMN Duty Matrix and Meeting Flow
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
SGOD CID

JBC/20240605-DM-Focal
SGOD-SMN/ June 05, 2024



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tavo – Division of Dipolog City



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**Project S.O.A.P. (School Operations and Ancillary Partners)
 SMN DUTY MATRIX**

School Partnership Focal Persons: School Head and AO II/ LSB-Admin

Process/ Activity/ Deliverables	School Head	PDO-I/ LSB-PDO	AO-II/ LSB-Admin	LSB Teacher	Remarks
Prepare and implement advocacy campaign programs to increase awareness of stakeholders and gather resource support for basic education.	√				
Submit School Needs Monitoring Tool	√				
Prepare partnership proposals	√				
Prepare Memorandum of Agreement/ Understanding, Deed of Donation/ Acceptance	√				
Monitor progress and outcome of projects and partners to identify areas for continuous improvement and sustaining partnerships.	√				
Finalize write-ups and provide updates to stakeholders on the status and progress of programs and projects to provide feedback and generate continuous support.	√				
Prepare and submit a Report on Programs supported by Stakeholders (existing and New Ones) and furnish a copy to the division.	√				
Conduct action research on factors contributing to successful participation and provision of resources for school governance	√				
Facilitate Stakeholders Recognition	√				
Facilitate PPAs mandated at the school level under Building Partnerships and Linkages Programs (BPLP)			√		<i>Brigada Eskwela</i>
Prepare the report required under BPLP			√		
Receive donations and keep an updated inventory of supplies, materials, equipment etc.			√		
File signed and notarized MOA/ MOU, DOD/ DOA			√		
Keep an updated profile of stakeholders			√		
Monthly Update of DepEd Partnership Database System (DPDS)			√		
Keep an updated list of 4Ps learners			√		
Support in the conduct of Youth Development Session for 4Ps learners		√			
Support in the PPAs of the School Parent-Teacher Association (PTA)	√				



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SCHOOL PARTNERSHIP FOCAL PERSON MEETING
SOCIAL MOBILIZATION & NETWORKING SECTION

JUNE 10, 2024
01:30 – 05:00 PM

MONDAY Division Training Center,
Miputak, Dipolog City

MEETING FLOW

01:00 pm

- Arrival and Registration

01:30 pm

- Preliminaries (National Anthem, Prayer,

01:45 pm

- RA 8525 by Crispo V. Gahisan, SEPS – SMN

02:00 pm

- Brigada Eskwela Guidelines & School Needs Monitoring Tool by Jesel B. Chiu, EPS II – SMN

02:30 pm

- DepEd Partnership Database System by Remryan R. Rebutazo, School Head

04:00 pm

- Other Matters



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