



November 7, 2016

DIVISION MEMORANDUM

No. 709, s. 2016

**INITIAL ASSESSMENT ON THE UTILIZATION OF FUND ALLOCATION
FOR SCHOOL-TO-SCHOOL PARTNERSHIPS AND PROVISION
OF TECHNICAL ASSISTANCE**

TO : Assistant Superintendents
SGOD Chief
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. Per DepEd Order 44, s. 2016 entitled "**Guidelines on the School-to-School Partnerships**", this office announces the conduct of the "**Initial Assessment on the Utilization of Fund Allocation for School-to-School Partnerships and Provision of Technical Assistance**" on **November 15, 2016 (8:00 AM-5:00 PM)** at **Pavilion, Ecotech Center, Lahug, Cebu City**.
2. Participants to this activity are the **School Heads of the Leader and Partner Schools (Proxy is NOT allowed)**.
3. This activity aims to:
 - a. find the reason/s why some of the Leader Schools have not submitted yet their MOA and Work Implementation Plan/Activity Design and claimed the allocation;
 - b. discuss issues and concerns on the initial implementation of the School-to-School Partnerships;
 - c. orient the participants with the Monitoring and Evaluation tool for this program; and
 - d. provide technical assistance/mechanisms for sustainability of this program and timelines for liquidation.

4. Participants are requested to fill-out the attached templates and bring hard copies on November 15, 2016. To access soft copies of these templates, please join our fb group: **DEPED CEBU_SKUL2SKUL PARTNERSHIPS**. For data which are not applicable, indicate N/A.
 - a. Project Teams of both Leader and Partner Schools (Focal persons are not school heads)
 - b. Monitoring and Evaluation Tool
 - c. Report on Fund Utilization and Liquidation

5. Traveling expenses of the participants shall be chargeable against **local School/MOOE/SEF/PTA Funds**, while venue rental, meals, traveling expenses of division personnel, and other incidental expenses relative hereto, shall be chargeable against **School-to-School Partnerships 2016 Program Support Fund (PSF)**, subject to their availability and the usual accounting and auditing rules and regulations.

6. This Memorandum serves as participants' Authority to Travel.

7. Immediate and wide dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent 

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
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SCHOOL-TO-SCHOOL PARTNERSHIPS PROJECT TEAM

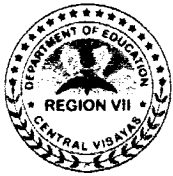
CLUSTER NO.: _____
 CLUSTER FOCAL SCHOOL: _____
 NAME OF SCHOOL HEAD: _____
 CONTACT NO.: _____

LEADER SCHOOL		PARTNER SCHOOL	
SCHOOL ID		SCHOOL ID	
DISTRICT		DISTRICT	
LOCATION/DISTANCE (POBLACION AND DISTRICT OFFICE AS THE POINTS OF REFERENCE)	FROM THE POBLACION:	LOCATION/DISTANCE (POBLACION AND DISTRICT OFFICE AS THE POINTS OF REFERENCE)	FROM THE POBLACION:
	FROM THE DISTRICT OFFICE:		FROM THE DISTRICT OFFICE:
MEANS OF TRANSPORTATION		MEANS OF TRANSPORTATION	
CONTACT NO.		CONTACT NO.	
EMAIL ADD.		EMAIL ADD.	
NAME OF SCHOOL HEAD		NAME OF SCHOOL HEAD	
1. FOCAL PERSON		1. FOCAL PERSON	
2. COMMUNICATOR		2. COMMUNICATOR	
3. SCRIBE		3. SCRIBE	
4. PROCESS OBSERVER		4. PROCESS OBSERVER	
5. DOCUMENTOR		5. DOCUMENTOR	

PREPARED BY:

 Head of Leader School

 Head of Partner School



Republic of the Philippines
DEPARTMENT OF EDUCATION
 REGION VII, CENTRAL VISAYAS
 INFORMATION and COMMUNICATIONS TECHNOLOGY UNIT



Region: _____ Province: _____ District: _____ City/Municipality: _____

Division: _____ Superintendent: _____

School ID: _____ Name of School: _____ Date: _____

Principal/School Head: _____ Contact Number: _____

School Property Custodian: _____ Contact Number: _____

School ICT Coordinator: _____ Contact Number: _____

DCP Batch Number:

<input type="checkbox"/>	1	<input type="checkbox"/>	6	<input type="checkbox"/>	14	<input type="checkbox"/>	24	<input type="checkbox"/>	29	<input type="checkbox"/>	37
<input type="checkbox"/>	2	<input type="checkbox"/>	7	<input type="checkbox"/>	16	<input type="checkbox"/>	25	<input type="checkbox"/>	30	<input type="checkbox"/>	38
<input type="checkbox"/>	3	<input type="checkbox"/>	8	<input type="checkbox"/>	18	<input type="checkbox"/>	26	<input type="checkbox"/>	31	<input type="checkbox"/>	
<input type="checkbox"/>	4	<input type="checkbox"/>	9	<input type="checkbox"/>	19/23A	<input type="checkbox"/>	27	<input type="checkbox"/>	32	<input type="checkbox"/>	
<input type="checkbox"/>	5	<input type="checkbox"/>	13	<input type="checkbox"/>	20/23B	<input type="checkbox"/>	28	<input type="checkbox"/>	33	<input type="checkbox"/>	

Questions	Yes	No	Remarks
Are the equipments still functioning? If no, specify reason. <i>(Equipments must be maintained. If there are defective units, it must be reported to the Supplier. For those units outside the warranty period, the school must spend their MOOE for repair)</i>			
Aside from governance, how is the DCP package being utilized? Is there a DCP Utilization Plan? <i>(DCP must be used in all subjects. There must be a utilization schedule.)</i>			
Did the ICT School Coordinator conducted LAC sessions with teachers on ICT Integration? <i>(ICT Coordinators were trained to conduct LAC sessions to teachers on ICT integration.)</i>			

Other Remarks: _____

Note: Please email a copy of the filled out form to johnnyline.jagdon@deped.gov.ph. Thanks.

Checked by: _____

Date: _____

E. REPORT ON UTILIZATION AND LIQUIDATION

DIVISION	NAME OF SCHOOL	SCHOOL ID	NAME OF PRINCIPAL	NAME OF PARTNER SCHOOL	SCHOOL ID	FUND ALLOCATED	CHECK NO.	DATE OF CHECK	DATE RELEASED TO SCHOOL	AMOUNT UTILIZED	AMOUNT LIQUIDATED	DATE OF LIQUIDATION	ACTIVITY CHARGED TO THE FUND	EXPENDITURE ITEMS	REMARKS

* Name of principal refers to the person issued the check

Prepared by: _____

_____ Date: _____
SBM COORDINATOR
 _____ Date: _____
Division Accountant

Certified Correct by: _____

_____ Date: _____
Chair, Division Task Force
Schools Division Superintendent

SY 2015-2016 SCHOOL-BASED FEEDING PROGRAM NUTRITIONAL STATUS TERMINAL REPORT

Region:

Division:

DIVISION	No. Beneficiaries	Before Feeding											After Feeding											
		SW	%	W	%	N	%	OW	%	OB	%	TOTAL	SW	%	W	%	N	%	OW	%	OB	%	TOTAL	

**SCHOOL-BASED FEEDING PROGRAM S.Y. 2015-2016
PROGRAM ACCOMPLISHMENT (FUNDS UTILIZATION)**

Region: **VII**

Division:

REGION / DIVISION	No. Beneficiaries								Status of Implementation	Financial Status		
	Target	Actual	Dewormed		4Ps Beneficiaries		Previous Beneficiaries of SBFP			Amount Received	Liquidated	Remarks
			No.	%	No.	%	No.	%				
									40 days	Php	Php	fully liquidated (example remarks)
									80 days	Php	Php	liquidation on process (example remarks)
									Total 120 days	Php.	Php	