



14 MAR 2017

DIVISION MEMORANDUM

No. 166 s. 2017

ONE-DAY CONFERENCE OF PSDS's, DISTRICT AND MUNICIPAL ADOPT-A-SCHOOL PROGRAM COORDINATORS ON THE IDENTIFIED MUNICIPALITIES LISTED HERETO


To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. This Office announces the conduct of a One-Day Conference of PSDS's, District and Municipal Adopt-A-School Program Coordinators of the following Municipalities:

- Alegria - 7th Congressional District
- Aloguinsan - 3rd Congressional District
- Borbon - 5th Congressional District
- Catmon - 5th Congressional District
- Madridejos - 4th Congressional District
- Moalboal - 7th Congressional District
- Oslob - 2nd Congressional District
- Poro - 5th Congressional District
- Santa Fe - 4th Congressional District
- Santander - 2nd Congressional District
- Sogod - 5th Congressional District
- Tabuelan - 4th Congressional District
- Alcantara - 7th Congressional District
- Alcoy - 2nd Congressional District
- Boljoon - 2nd Congressional District
- Ginatilan - 2nd Congressional District
- Malabuyoc - 2nd Congressional District
- Pilar - 5th Congressional District
- Ronda - 7th Congressional District

- Samboan - 2nd Congressional District
- Tudela - 5th Congressional District

2. The conference shall be on March 20, 2017 at Molave 1, DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
3. Important matters relative to linkaging and partnership shall be discussed in line with the Adopt-A-School Program initiated by the Provincial Government.
4. Participants to this conference are the District Supervisors, District and Municipal ASP Coordinators of the abovementioned Municipalities.
5. All participants are directed to come to the conference bringing the completely filled-in forms attached hereto.
6. Primary/Elementary Coordinators are directed to fill-in the forms intended for the elem. and Secondary Coordinators are enjoined to use the forms for the Secondary.
7. As practiced, the conference shall start at exactly 8:30 in the morning. All participants are expected to come on time.
8. All School Heads are directed to ensure the attendance of their ASP Coordinators and arrange their classes respectively with the special teachers or any teacher in school.
9. This Memorandum serves as Authority to Travel of the participants.
10. Traveling and other incidental expenses incurred during your attendance to said conference shall be chargeable against local School MOOE or other funds while your food and snacks shall be chargeable against Brigada funds, subject to the usual accounting and auditing rules and regulations.


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



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PRIMARY/ ELEMENTARY SCHOOL

NAME OF SCHOOL: _____

COMPLETE SCHOOL ADDRESS: _____

DISTRICT: _____

LOCATION: LATITUDE: _____ LONGITUDE: _____

DISTANCE FROM POBLACION: _____

TOTAL SCHOOL'S LOT AREA: _____

SHORT SCHOOL PROFILE: _____

VISION: _____

MISSION: _____

TOTAL STUDENT POPULATION: BOYS: _____
GIRLS: _____

TOTAL NO. OF TEACHERS: MALE: _____
FEMALE: _____

NO. OF CLASSROOMS	CONDITIONS(New, Good, For Repair, For Replacement)	GRADE	SECTION	BOYS	GIRLS
		Kinder			
		1	A		
			B		
			C		
		2	A		
			B		
			C		
		3	A		
			B		
			C		

		4	A		
			B		
			C		
		5	A		
			B		
			C		
		6	A		
			B		
			C		

EXISTING FACILITIES		YES	NO	NO. OF TOILETS: _____
	TOILET			
	H.E.			
	COMPUTER LAB			
	SCIENCE LAB			
	LIBRARY			

NEED OF THE SCHOOL	INFRA	NON-INFRA

SCHOOL ADMINISTRATOR/CONTACT PERSON: _____

CONTACT NO.: _____

EMAIL ADD: _____

PICTURES NEEDED:

SCHOOL (SCHOOL SIGNAGE)

CLASSROOMS

SCHOOL BUILDINGS

FACILITIES (H.E.,COMPUTER LAB, SCIENCE LAB, LIBRARY)

SECONDARY SCHOOL

NAME OF SCHOOL: _____

COMPLETE SCHOOL ADDRESS: _____

DISTRICT: _____

LOCATION: LATITUDE: _____ LONGITUDE: _____

DISTANCE FROM POBLACION: _____

TOTAL SCHOOL'S LOT AREA: _____

SHORT SCHOOL PROFILE: _____

VISION: _____

MISSION: _____

TOTAL STUDENT POPULATION: MALE: _____

FEMALE: _____

TOTAL NO. OF TEACHERS: MALE: _____

FEMALE: _____

NO. OF CLASSROOMS	CONDITIONS(New, Good, For Repair, For Replacement)	GRADE	SECTION	MALE	FEMALE
		7	A		
			B		
			C		
		8	A		
			B		
			C		
		9	A		
			B		
			C		
		10	A		
			B		
			C		

		11	A		
			B		
			C		
		12	A		
			B		
			C		

EXISTING FACILITIES		YES	NO	NO. OF TOILETS: _____
	TOILET			
	H.E.			
	COMPUTER LAB			
	SCIENCE LAB			
	LIBRARY			

NEED OF THE SCHOOL	INFRA	NON-INFRA

SCHOOL ADMINISTRATOR/CONTACT PERSON: _____

CONTACT NO.: _____

EMAIL ADD: _____

PICTURES NEEDED:

SCHOOL (SCHOOL SIGNAGE)

CLASSROOMS

SCHOOL BUILDINGS

FACILITIES (H.E.,COMPUTER LAB, SCIENCE LAB, LIBRARY)