



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

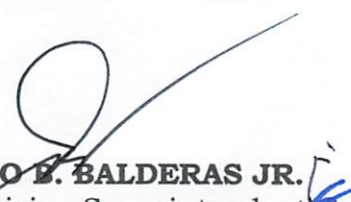
03 Jan 2024

DIVISION MEMORANDUM
No. 008 s. 2024

ADOPT-A-SCHOOL PROGRAM (ASP) PLANNING FOR SCHOOL

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In compliance with **Republic Act No. 8525 of 1998**, known as the **Adopt-A-School Program**, and the **Governance of Basic Education Act of 2001**, under the **rules and regulations of Republic Act No. 9155 and DepEd Partnership Framework Processes**, the City Schools Division of the City of Tayabas will conduct the ASP Planning for School on **January 11, 2024, at 7:30 a.m. at 4th Floor Puente De Alitao Hall, Brgy. Potol Tayabas City.**
2. Participants in the activity are the members of the Technical Working Groups and the ASP and Brigada Eskwela (BE) school coordinators.
3. Attached is Enclosure 1: Members of the TWGs, their terms of reference, and Enclosure 2: Program matrix.
4. Immediate dissemination of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: RA 8525 of 1998
To be indicated in the Perpetual Index
under the following subjects:

ASP PLANNING FOR SCHOOL

SGOD - adopt-a-school program (asp) planning for school
None/January 03,2024

Enclosure 1: Technical Working Group

ADOPT – A – SCHOOL PROGRAM ANNUAL PLANNING FOR SCHOOL COORDINATORS

**January 11, 2024
7:30 A.M. – 5:30 P.M.**

Over all Chairperson: Celedonio B. Balderas Jr.

Co- chairpersons: Antonio P. Faustino Jr.

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Imelda C. Raymundo Joan Kathleen M. Talabong	<ul style="list-style-type: none"> - Plan on the conduct of the program - Prepare Training Design - Prepares memo/advisories. - Prepares and submits complete report (narrative report) to SGOD Chief
Over-all Management including (Logistics) L&D	Jean Rose B. Rabano	<ul style="list-style-type: none"> - Leads the debriefing sessions. - Assists the proponent in the preparation of documentary requirements including but not limited to PR. - Oversees the cleanliness, sanitation, and orderliness in the venue/s. - Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.
QAME	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> - Quality Assure the Activity Designs. - Prepares evaluation tool and conduct QATAME and gather feedback. - Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Resource Speakers/Facilitators	Joan Kathleen M. Talabong Lorynel C. De Sagun Akeem Arron P. Valdeavilla	<ul style="list-style-type: none"> - Lead/s the discussion of topics - Facilitate/s workshop
Support Staff/s	Ian Neric O. Ilao	<ul style="list-style-type: none"> - Assist in preparation of documents. - Assist in the inventory and distribution of supplies and food. - Assist in the video recording of stakeholders.
Certificate	Jerome A. Javin	<ul style="list-style-type: none"> - Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance. - Ensure that certificates are aligned with the program screen display from beginning to end.

Enclosure 2: Program Matrix

**ADOPT - A - SCHOOL PROGRAM ANNUAL PLANNING FOR SCHOOL
COORDINATORS
December 03, 2024
7:30 A.M. - 5:30 P.M.**

TIME	ACTIVITY	FACILITATOR/ PRESENTERS
7:30 - 7:45 a.m.	Preliminaries ➤ Prayer ➤ Attendance Check ➤ Welcome Remarks by ASDS ➤ Messages from SDS ➤ Rationale & Objectives from SGOD Chief ➤ Overview of the Activity	AVP
7:45 - 9:45 a.m.	School Presentation of Annual Accomplishments	School Coordinators
9:45 - 10:00 a.m.	Health Break	
10:00 - 11:00 a.m.	School Presentation of Annual Accomplishments	School Coordinators
11:00 - 11:30 a.m.	School Annual ASP Presentation	LORYNEL P. DE SAGUN School Head, Malaoa - Calantas ES
11:30 - 12:00 noon	Division Accomplishment Reporting	JOAN KATHLEEN M. TALABONG Division Partnership Focal Person
12:00 noon - 1:00 p.m.	LUNCHBREAK	
1:00 - 2:00 p.m.	Brigada Eskwela Best Practices	AKEEM ARRON P. VALDEAVILLA School Head, Katigan - Alupay ES
2:00 - 4:00 p.m.	School Presentation of Brigada Eskwela Accomplishments	School Coordinators
4:00 - 5:00 pm	Brigada Eskwela Video Making Lectures	
5:00 - 5:30 pm	Closing Program	