



102521-018

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

25 OCT 2021

## DIVISION MEMORANDUM

No. 519 s. 2021

**QUARTERLY DEPED PARTNERSHIP DATA BASE SYSTEM (DPDS) REVIEW ON  
2022 ASP VIRTUAL PROGRAM IMPLEMENTATION REVIEW (PIR) AND  
PLANNING**

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

1. Incompliance with RA8525 of 1998 known as Adopt-A-School Program the City Schools Division of the City of Tayabas will conduct the Quarterly Deped Partnership Data Base System (DPDS) Review and 2022 ASP Virtual Program Implementation Review (PIR) and Planning on Oct. 27-29, 2021 via zoom.
2. This activity aims to present and review school partnership accomplishment, re-align school PPAs based on legal updates and discuss rooms for improvements for school partnership implementation.
3. Attached are Enclosure 1 for the copy of the List of Onsite and Virtual Participants, Enclosure 2 for the Program Matrix, and Enclosure 3 for the Technical Working Committee.
4. This activity shall comply with the required health standards consistent with the Inter-Agency Task Force, Department of Health standards, local and national quarantine rules and all related protocols detailed in the DepEd and DepEd Task Force Covid-19 issuances.
5. Immediate dissemination of this memorandum is desired.



**GERLIE M. ILAGAN, CESO VI**

Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



Brgy. PotoI, Tayabas City



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Enclosure 1: List of Onsite and Virtual Participants

**QUARTERLY DEPED PARTNERSHIP DATA BASE SYSTEM (DPDS) REVIEW AND 2022  
ASP VIRTUAL PROGRAM IMPLEMENTATION REVIEW (PIR) AND PLANNING  
LIST OF VIRTUAL PARTICIPANTS**

**October 27-29, 2021**

**8:00 – 5:00 pm**

No.	Schools	Coordinators
1	Alsam	Babyllyn Olandes John Meynard Lavadia
2	Busal ES	Arlyn V. Sumilang
3	Domoit ES	Tracy Ragudo
4	EPES	Priscilla Z. Infante
5	EFES	Romnick E. Laguardia Rowena A. Paderagao
6	FELES	Perlita C. Dequina
7	Gibanga ES	Luzviminda E. Cabile
8	Ilasan ES	Roselle Javin Rich Ann D. Reyes
9	Ipilan Alitao ES	Roberta Esmiller
10	Kalumpang ES	Analy Saludes Arriane Pabelonia
11	Katigan Alupay ES	Cherie Joy I. Villanueva
12	Lakawan ES	Jasmin D. Moises Larmen Joy S. Malto
13	Lalo ES	Mary Joy A. Edresa
14	Lawigue ES	Jessamae Cabrera
15	Malao-a/ Calantas ES	Dolor D. Pabelonia Katrena M. Obis
16	Masin ES	Princess Camille C. Rocas
17	Mate ES	Rachel A. Zagabo
18	NPES	Cristita C. Cabalsa Rachel Ann A. Guano
19	Pandakake ES	Shiela May M. Balamban
20	Potol ES	Maria Concepcion Cuadra Lalaine Calabano
21	TECS	Leanie Cabuyao Ryan Sombrero
22	TWCS I	Charlyn C. Amparo
23	TWCS II	Wenifreda Manzano Akeem Valdeavilla
24	TWCS III	Liesel Orilla
25	TWCS IV	Miguel Cabangon
26	SPES	Arlene Jasmin
27	WAKAS	Marilyn Quizana Evanie E. Cabuyao
28	WPES	Kristine Mae Rea
29	VALENCIA	Magdalena L. Nanez
30	BANHS	Monina Villa
31	LPIHS	Maria Teresa Abesamis Marlon Villa Geraldine Constantino
32	RQMNHs	Mildred Anoso Ronan Thaddeus
33	WPNHS	Marian Guano Rea Rachel Oabel
34	DAPDAP	Cornelia Nombrefias Jane D. Nantes
35	ALS	Leslie Diane Edrad Ariel Cabuyao



**LIST of ONSITE PARTICIPANTS**

<b>Day 2, Oct. 28, 2021 and Day 3, Oct. 29, 2021</b>		
<b>No.</b>	<b>Names</b>	<b>Office/ School</b>
1	Gerlie M. Ilagan, CESO VI	SDO Tayabas
2	Antonio P. Faustino Jr.	
3	Dr. Edwin R. Rodriguez	
4	Conrado C. Gabarda	
5	Joan Kathleen T. Brizuela	
6	Maria Corazon A. Borbon	
7	Jean Rose Rabano	
8	Sancho Calatrava	
9	Midred Galleno	
10	Georgia Talabong	
11	Sherwin Quesea	
12	Christian Bables	
13	L.C. Richelle Quintero	
14	Teofila Ocumen	
15	Generosa Zubieta	
16	Francheska Wynori Jane Zagala	
17	Jhommel Saligumba	
18	Nicole May R. Lagar	
19	Janine Zaracena	
20	Frenalyne Tabernilla	
21	Phillip Nerius Mabilin	
22	Jerome Javin	
23	Lawrence Claveria	
24	Frederick Aguilar	
25	Jayron Baer	
26	Jayson Dalmacia	
27	Aren Krezel Abuel	
28	Laurice P. De Asis	TECS
29	Anvi D. Melendes	LPIHS
30	Democrito Cabile / Reymann Kristian Zubieta	
31	Garry S. Villaverde/ Aileen Berina Panganiban	FELES / LPIHS

Enclosure 2: Program Matrix

**QUARTERLY DEPED PARTNERSHIP DATA BASE SYSTEM (DPDS) REVIEW AND 2022  
ASP VIRTUAL PROGRAM IMPLEMENTATION REVIEW (PIR) AND PLANNING**

**October 27-29, 2021**

**8:00 – 5:00 pm**

<b>Day 1</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>FACILITATOR/ PRESENTERS</b>
8:00 - 8:30	Preliminaries <ul style="list-style-type: none"> <li>➤ Prayer</li> <li>➤ Attendance Check</li> <li>➤ Welcome Remarks by ASDS</li> <li>➤ Messages from SDS</li> <li>➤ Rationale &amp; Objectives from SGOD Chief</li> <li>➤ Overview of the Activity</li> </ul>	
8:30 – 9:30	Presentation of ASP Accomplishment for FY 2021	School Heads and/or Coordinators Maximum of 10 minutes presentation per school.
9:30 – 9:45	HEALTH BREAK	
9:45 – 12:00	Presentation of ASP Accomplishment for FY 2021	
12:00 – 1:00	LUNCH BREAK	
1:00 – 5:00	Presentation of ASP Accomplishment for FY 2021	School Heads and/ or Coordinators Maximum of 10 minutes presentation per school.
<b>Day 2</b>		
<b>TIME</b>	<b>ACTIVITY</b>	<b>FACILITATOR/ PRESENTERS</b>
8:00 - 8:30	Preliminaries <ul style="list-style-type: none"> <li>➤ Prayer</li> <li>➤ Attendance Checking</li> <li>➤ Recap</li> <li>➤ Energizer</li> </ul>	c/o ASP Coordinators
8:30 – 9:00	<b>TA Provider's Insights</b>	Top Management
9:00 – 9:30	<b>Future Plan and Priorities</b>	Joan Kathleen T. Brizuela Education Program Specialist II
9:30 – 9:45	HEALTH BREAK	
9:45 – 12:00	Virtual Planning Workshop	
12:00 – 1:00	LUNCHBREAK	
1:00 – 5:00	Presentation of ASP Plan and Brigada Eskwela Plan for 2022	School Heads and Coordinators Maximum of 5 minutes presentation per school.
<b>Day 3</b>		



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TIME	ACTIVITY	FACILITATOR/ PRESENTERS
8:00 - 8:30	Preliminaries ➤ Prayer ➤ Attendance Checking ➤ Recap ➤ Energizer	c/o BE Coordinators
8:30 – 9:00	Script Writing for Promotional Videos	Aileen Berina Panganiban Teacher III
9:00 – 9:30		
9:30 – 9:45	<b>HEALTH BREAK</b>	
9:45 – 10:45	Script Writing for Promotional Videos	Aileen Berina Panganiban Teacher III
10:45 – 11:45	Framing, Lighting and Video Shooting	Gary S. Villaverde Master Teacher
11:40 – 1:00	LUNCHBREAK	
1:00-2:00	Framing, Lighting and Video Shooting	Gary S. Villaverde Master Teacher
2:00 – 2:15	HEALTH BREAK	
2:15 – 4:45	Video Editing	Reymann Kristian Zubieta Teacher
4:45 – 5:00	Closing Program	c/o BE Coordinators

Enclosure 3: Technical Working Committee

Technical Working Committee (TWC)

Oct. 27-29, 2021

Over all Chairperson:

Gerlie M. Ilagan, CESO VI

Co-chairpersons:

Antonio P. Faustino Jr.

Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
Program Preparation/Completion Report	Joan Kathleen T. Brizuela	<ul style="list-style-type: none"> <li>Prepares Training Design and other Training Package requirements.</li> <li>Coordinates with SEPS-HRTD on other activity requirements.</li> </ul>
Over-all L&D Management including (Logistics)	Dr. Jean Rose Rabano	<ul style="list-style-type: none"> <li>Manages the conduct of L&amp;D.</li> <li>Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>Monitors L&amp;D activities.</li> <li>Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>Leads the debriefing sessions.</li> <li>Prepares memo/advisories.</li> <li>Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> <li>Oversees the cleanliness, sanitation, and orderliness in the venue/s</li> <li>Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.</li> </ul>
QAME	Dr. Maria Corazon Borbon and Francheska Wynori Jane Zagala	<ul style="list-style-type: none"> <li>Quality Assure the Activity Designs an L&amp;D Package</li> <li>Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Medical/First Aid	N/A	<ul style="list-style-type: none"> <li>Ensures observance/compliance of health protocols including but not limited to conduct of Triage.</li> <li>Administers first aid and health services during the event.</li> <li>Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.</li> </ul>
Resource Speakers/Facilitators	Aileen Berina, Gary Villaverde, Reymann Kristian Zubieta	<ul style="list-style-type: none"> <li>* Lead/s the discussion of topics</li> <li>Facilitate/s workshop</li> <li>Attend/s engages in the debriefing sessions</li> </ul>
Support Staff/s	Frenalyn Tabernilla, Jayron Baer and Frederick Aguilar	<ul style="list-style-type: none"> <li>Take/s pictures from the opening until closing programs.</li> <li>Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> <li>Assists the session facilitators/s</li> <li>Ensure/s that sound system and projectors are properly set up.</li> <li>Manage unexpected system glitches.</li> </ul>
Certificate	Jerome Javin, Lawrence Claveria and Phillip Nerius Mabilin	<ul style="list-style-type: none"> <li>* Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Moderator	John Menard Lavadia, Laurice P. De Asis and Anvi D. Melendes	<ul style="list-style-type: none"> <li>Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> <li>- Present Agenda outline</li> <li>- Discuss relevant session protocol.</li> <li>- Moderate Q&amp;A sessions</li> <li>- Close out conference</li> </ul> </li> </ul>
Utility/Physical Plant	Jayson Dalmacia	<ul style="list-style-type: none"> <li>Prepares and maintain cleanliness and orderliness of session hall.</li> <li>Ensures that left-over food and used food packs are properly disposed.</li> <li>Ensures that comfort room have enough supply of water.</li> </ul>
Process Observer/s	Mildred Galleno, Sancho Calatrava, Georgia Talabong, Sherwin Quesea, Christian Bables, L.C. Quintero, Generosa Zubieta, Teofila Ocumen	<ul style="list-style-type: none"> <li>Observes the processes being employed by the speaker/facilitator.</li> <li>Engages in the debriefing sessions.</li> </ul>
Class Managers	Democrito Cabile / Aren Krezel Abuel, Janine Zaracena	<ul style="list-style-type: none"> <li>Monitor attendance of the participants and assist speakers on the whole durations.</li> <li>Assist the speaker/facilitator throughout the session.</li> <li>Takes over the session when the speaker/facilitator attends to an emergency call/ matter.</li> <li>Conducts the M&amp;L.</li> </ul>