



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

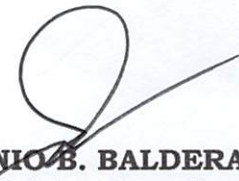
10 December 2024

DIVISION MEMORANDUM  
No. **847** s. 2024

**QUARTERLY REVIEW AND ADOPT-A-SCHOOL PROGRAM  
(ASP) ANNUAL PLANNING**

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

1. Pursuant to **Republic Act (RA) 8525, s. 1998** titled **Adopt – A – School Act of 1998**, the City Schools Division of the City of Tayabas will conduct the Quarterly Review and Adopt – A – School Program Annual Planning on **December 11, 2024** at **Nawawalang Paraiso Resort and Hotel, Brgy. Camaysa, Tayabas City**.
2. This activity aims to capacitate the program coordinators in the preparation of their partnership plans for fiscal year 2025 and likewise review the partnership milestones for the last fiscal year.
3. Kindly see Enclosure 1 for the Program Matrix.
4. Immediate dissemination of this Memorandum is hereby desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

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

**ADOPT-A-SCHOOL PROGRAM**

SGOD-quarterly review and adopt-a-school program (asp) annual planning  
SGO62KHO-002201/December 10, 2024



**Enclosure 1: Program Matrix**

**QUARTERLY REVIEW AND ASP ANNUAL PLANNING**

**Nawawalang Paraiso Resort and Hotel**

**Dec. 11, 2024**

**8:00 a.m. – 5:00 p.m.**

TIME	ACTIVITY	FACILITATORS / PRESENTERS
<b>Part I: Assembly and Registration</b>		
7:30 a.m. – 8:00 a.m.	Registration	
<b>Part II: Program Proper</b>		
8:00 a.m. – 8:30 a.m.	Prayer National Anthem CALABARZON March Himno ng Tayabas	AVP
8:30 a.m. – 8:45 a.m.	Opening Remarks	<b>HERBERT D. PEREZ, CESO VI</b> Assistant Schools Division Superintendent
8:45 a.m. – 8:55 a.m.	Inspirational Message	<b>CELEDONIO B. BALDERAS JR.</b> Schools Division Superintendent
8:55 a.m. – 9:00 a.m.	Acknowledgement of Participants Rationale and Objectives	<b>JOAN KATHLEEN M. TALABONG</b> EPS II-Soc Mob
9:00 a.m. – 9:15 a.m.	Division Priority Partnership Needs Division Partnership Accomplishment Report	
9:15 a.m. – 9:30 a.m.	<b>Health Break</b>	
9:30 a.m. – 10:30 a.m.	School Partnership Accomplishment Presentation	
10:30 a.m. – 12:00 nn	Resource Gap Analysis And ASP Planning	<b>LORYNEL C. DE SAGUN</b> School Head, Malao-A/Calantas ES
12:00 nn – 1:00 p.m.	<b>Lunchbreak</b>	
1:00 p.m. – 1:30 p.m.	Workshop Proper	
1:30 p.m. – 2:00 p.m.	Presentation of Outputs	
2:00 p.m. – 3:00 p.m.	Deped Partnership Database System Walkthrough	<b>JOAN KATHLEEN M. TALABONG</b> EPS II-Soc Mob

3:00 p.m. – 3:15 p.m.	<b>Health Break</b>	
3:15 p.m. – 4:00 p.m.	Brigada Eskwela Planning	<b>JEFFREY G. DIMAILIG</b> School Head, Mayuwi Community School
4:00 p.m. – 5:00 p.m.	Brigada Eskwela Magazine Making	<b>DEXTER MAALIW</b> Program Coordinator, Mayuwi Community School
5:00 p.m. – 5:15 p.m.	Closing Program	