



Division Memorandum

No. 177, S. 2018

**DISTRICT AND CLUSTER ADOPT-A-SCHOOL PROGRAM (ASP)
COORDINATORS CONFERENCE**

To : Public Schools District Supervisors
Elementary and Secondary School Heads
District and Cluster ASP Coordinators
All Others Concerned

From : **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject : **DISTRICT AND CLUSTER ASP COORDINATORS CONFERENCE**

Date : April 30, 2018

1. The Division Office through the Social Mobilization and Networking Unit under the School Governance and Operations Division (SGOD) will conduct the District and Cluster Adopt-a-School Program (ASP) Coordinators Conference on **May 10, 2018** at 8 o'clock in the morning. The venue is to be announced.
2. The activity aims to:
 - a. Orient participants on DepEd partnership processes;
 - b. Acquaint newly designated ASP Coordinators on their roles and responsibilities;
 - c. Provide guidelines in accepting donation and highlight the processing of the application for tax incentive of donor partners;
 - d. Strengthen coordination with ASP Coordinators to ensure proper recording of donations;
 - e. Address issues and concerns relative to the implementation of the program; and
 - f. Update ASP coordinators on the preparation of the ASP quarterly report.
3. Participants of this activity are the **33 District (elementary) and 7 Cluster (secondary) ASP Coordinators** of the division. **"Attendance is a must"**. If for a reason, the participant is not available, he/she must be represented by the BE coordinator or other personnel designated by the School Head.
4. For information or queries, please contact Dorotea D. Soliman, EPS II-Social Mobilization and Networking Unit at cellphone number 0917-326-2596 or office telephone number 961-5262.
5. Immediate dissemination of this Memorandum is enjoined.

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Schools Division Superintendent