



Department of Education
Region III

DIVISION OF PAMPANGA

High School Blvd., Brgy. Lourdes, City of San Fernando, Pampanga, 2000
Website: www.depedpampanga.com | Email: pampanga@deped.gov.ph
Tel.: (045) 435-7404 | Fax: (045) 435-2728



Division Memorandum

No. 213, S. 2018

ADOPT-A-SCHOOL PROGRAM (ASP) SECOND QUARTER REPORT 2018

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

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

Subject : **ASP SECOND QUARTER REPORT 2018**

Date : May 29, 2018

1. All School ASP Coordinators are requested to prepare the ASP Second Quarter Report 2018 using the Revised Template for PSP Report (excel format provided by this office), **for your school copy**. All donations received with or without DOA & DOD and recorded in the said template must be reflected to the **“Summary ASP 2Q 2018”** and **submit the same (in soft copy)** to the Cluster/District ASP Coordinators from June 11-15, 2018 for consolidation.
2. The District/Cluster ASP Coordinators shall then submit the **Consolidated Summary Report only (in soft copy)** using the previous template provided by this office from June 18-22, 2018 with a transmittal letter indicating all the schools with report, none to report and no report. Said transmittal must be noted by the PSDSs/Cluster Chair concerned.
3. Address the reports to:

LEONARDO D. ZAPANTA, Ed.D., CESO VI
OIC, Schools Division Superintendent

Attention: **RODERICO B. CAYANAN**
Division ASP Coordinator (SGOD)

4. Please submit the required reports on or before the deadline period for inclusion in the reports to be forwarded to the Regional and Central Office.
5. Immediate dissemination and compliance on this Memorandum is enjoined.

LEONARDO D. ZAPANTA, Ed.D., CESO VI
Schools Division Superintendent

218