



**MAR 07 2016**

**DIVISION MEMORANDUM**  
No. 121, s. 2016

**URGENT ACCOMPLISHMENT AND SUBMISSION OF PARTNERSHIP-BUILDING  
WORKSHOP OUTPUT**

**TO :** Assistant Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Public Secondary School Heads

1. As required during the Regional Conference last Friday, March 4, 2016, all School Heads are directed to accomplish the attached Partnership-Building Templates following the schedules below, to wit:

<b>Date</b>	<b>Activity</b>	<b>Persons Involved</b>
March 7 - 8, 2017	Accomplishment of the Templates – School Level	School Head, Guidance Counselor-Designate, SHS School Coordinator
March 9, 2016	Review, Validation & Quality Checking – Municipal Level	Lead Secondary School Principal – Convenor & All Secondary School Heads in the Municipality

2. All school heads are advised to use as their reference the existing Partnership Development Plan of the schools. All entries must follow the instructions contained in the attached templates. It shall be the responsibility of the school heads, in the school level, and the lead principals, in the municipal level, to quality check the entries of all the templates.

3. There shall be division-wide review and quality checking of all the outputs on March 10 & 11, 2016 at the Executive Dining Hall of Ecotech Center, Lahug, Cebu City. It's a **LIVE-OUT Conference-Workshop**, which shall be participated by the following, to wit:

<b>Participants</b>	<b>No. of Participants</b>	<b>What to bring</b>
Lead Secondary Principal	44	School Partnership Output Templates duly accomplished and quality
Municipal Senior High School Focal Person	44	

Lead ICT Coordinator	44	checked, laptop computer, cd for the final output, supporting data and documents
Division SHS Task Force	10	
Division SHS Focal Person, SEPS – Mobilization, SHS TWG Coordinator	3	

4. The primary target of the conference-workshop is to come up with the Division Partnership-Building report ready to be submitted to the Regional and Central Office at noontime of March 11, 2016. Lead Secondary School Principals must ensure 100 % compliance of the required report data and accomplished templates. You can get soft copy of the templates to Ms. Lyn Bertulfo.

5. Expenses for the four (4) snacks and two (2) lunch, venue rental and room accommodation of the Division Task Force and Division personnel are chargeable against **Division MOOE/INSET funds**, while travelling and other incidental expenses of the participants are chargeable against **school MOOE funds**, subject to the usual accounting and auditing rules and regulations.

6. This Memorandum serves as **Travel Authority** of all the participants.

7. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**RHEA MARIA ANGTUD, Ed. D., CESO VI**  
 Schools Division Superintendent

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**External Assessment Template Manual**

**Partnership Focal Person:**

**School:**                      **School ID:**

**School Division:**

**Region:**

Name of Potential Partner	Sector	Line of Business	Address	Contact Number	No. of Employees	Potential Requirement	Humanitarian Projects/CSR	Distance from School (in Km)	Information Source
Indicate name of potential partner	use drop down to indicate the sector where the potential industry partner belongs	indicate line of business where the potential industry partner engages in	Indicate exact address of the potential partner	indicate telephone number and other contact details	indicate number of employees	indicate potential requirement as assessed based on line of business and number of employees	indicate the title of the humanitarian project/advocacy or corporate social responsibility projects if known	indicate in kilometers approximate distance of the location of the potential industry	indicate information source
		verify during actual meeting			verify during actual meeting	verify during actual meeting	determine this at the Q&A stage during the meeting		

**QUALIFICATION TOOL**

TOTAL POINTS: \_\_\_\_\_

PRIORITIZATION: \_\_\_\_\_

Check all that applies:  Work Immersion  Other Areas of Partnerships

Name of Potential Partner: \_\_\_\_\_ Sector: \_\_\_\_\_

Region: \_\_\_\_\_ School: \_\_\_\_\_

Division: \_\_\_\_\_ School ID: \_\_\_\_\_

**Mark the appropriate boxes with a  to show your answer for each field.**

1. LINE OF BUSINESS: \_\_\_\_\_

Is the potential partner associated with cigarette and/or liquor manufacturing/distribution, mining, escort services and other prohibited activities?

YES (0PTS)  NO(5PTS)

2. Is the potential partner included in the Local Development Plan?

YES (5PTS)  NO(0PTS)

3. INDUSTRY / PROFESSIONAL ASSOCIATION:

YES (5PTS) if member of an Association with MOU/MOA with DepEd  
 3 (0PTS) if member of an association without MOA/MOU with DepEd  
 NO(0PTS) if not a member of any organization

4. NUMBER OF EMPLOYEES

< 10 (1PT)  36-49 (4PTS)  
 10-20 (2PTS)  >50 (5PTS)  
 21-35 (3PTS)

5. POTENTIAL REQUIREMENT FOR WORK IMMERSION

Does the potential partner accepts OJTs, apprenticeships, internships and/or immersion students?

YES (5PTS)  NO(0PTS)

6. DISTANCE FROM SCHOOL IN KM

> 20KM (1PT)  
 10KM-20KM (3PTS)  
 5KM-(KM (4PTS)  
 < 5KM (5PTS)

7. TRACK/COURSE/PROGRAM: \_\_\_\_\_

Is the school track/course/offering relevant to the business of the potential partner?

YES (5PTS)  NO(0PTS)

8. NUMBER OF STUDENTS

0 (0PT)  11-14 (3PTS)  
 1-5 (1PT)  15-19 (4PTS)  
 6-10 (2PTS)  20 or more (5PTS)

TOTAL POINTS: \_\_\_\_\_

Evaluated by:

Partnership Focal Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please check (✓) the appropriate box(es) and write N/A if not applicable.

ASSESSMENT TOOL FOR IDENTIFYING INDUSTRY PARTNERS FOR SENIOR HIGH SCHOOL			
Name of Company/ Organization/ LGU: _____			
Start of operations in the province/city: _____			
Plans for expansion: <input type="checkbox"/> No <input type="checkbox"/> Yes When? _____			
Partnership Focal Person: _____			
Nature of Company / Organization / LGU	Human Resources	Physical Facilities	
<input type="checkbox"/> LGU Level: _____  <input type="checkbox"/> NGO Core Program/s: _____  <input type="checkbox"/> Cooperative Type: _____  <input type="checkbox"/> Company Line of Business: _____  <input type="checkbox"/> Others Please specify: _____	Number of employees _____ Sources of recruits <input type="checkbox"/> Within the city/province <input type="checkbox"/> From outside  Existing skills/expertise of employees: _____  Adequate skills vs need match? <input type="checkbox"/> Yes <input type="checkbox"/> No  In-house trainers/coaches? <input type="checkbox"/> Yes <input type="checkbox"/> No  Needed skills expertise: _____ _____	Workplace facilities: ( <input type="checkbox"/> ) <small>(*student capacity)</small> _____ _____  Training facilities: ( <input type="checkbox"/> ) <small>(*student capacity)</small> _____ _____  Adequate facilities (Y/N)? _____  Quality: <input type="checkbox"/> Poor <input type="checkbox"/> Moderate <input type="checkbox"/> Good  ISO or similar certification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Industry / Professional Association Membership _____			
Any CSR or corporate giving program? <input type="checkbox"/> Yes <input type="checkbox"/> No When did it start? _____			
Area of involvement: <input type="checkbox"/> Education <input type="checkbox"/> Environment <input type="checkbox"/> Livelihood <input type="checkbox"/> Others _____			
Estimated annual CSR budget: _____			
Are you open to partner with DepEd for senior high school? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Why? _____			
What the company / organization / LGU can offer to DepEd <input type="checkbox"/> Inputs to the curriculum <input type="checkbox"/> Facilities for Work Immersion of students <input type="checkbox"/> Facilities for exposure and training of Teachers <input type="checkbox"/> Facilities for exposure and training of students <input type="checkbox"/> Trainers and coaches In what areas? _____ <input type="checkbox"/> CSR donation <input type="checkbox"/> Others _____	What the company / organization / LGU expects of DepEd _____ _____	Specific SHS courses that match the company's line of business / organization / LGU's line of operations: _____ _____	
ASSESSMENT			
Criteria	Yes	No	Remarks
1. The company's line of business or organization / LGU's line of operations and technical expertise can respond to the needs of any of the SHS courses.			
2. The company / organization / LGU has experts that can provide inputs and advice on how to contextualize and strengthen a specific DepEd SHS course offering.			
3. The company / organization / LGU is willing and able to provide resource persons for special seminars for students and teachers.			
4. The company / organization / LGU is willing to open its facilities for students' immersion or exposure.			
5. The company / organization / LGU has funds which can be made available as contribution to improve the capability of schools to offer SHS courses.			

**Internal Assessment Tool**

Partnership Focal Person: \_\_\_\_\_  
 School: \_\_\_\_\_  
 School ID: \_\_\_\_\_  
 School Division: \_\_\_\_\_  
 Region: \_\_\_\_\_

Principal: \_\_\_\_\_  
 Schools Division Superintendent: \_\_\_\_\_  
 Regional Director: \_\_\_\_\_  
 Legislative District: \_\_\_\_\_  
 Municipality/City: \_\_\_\_\_

NO. OF STUDENTS: \_\_\_\_\_

I. \*Program Offering:  
 \* all data below should be gathered per Program Offering

II. Resources:	Needed	Available	Source		Variance	Remarks
			Existing	GAA		
<b>Buildable Space:</b>	please fill up in square meters	indicate total land area in square meters by adding the Existing and GAA data (Existing plus GAA)	indicate number of square meters in the school that will be utilized for the Senior High School	indicate land area in square meters allocated in the SARO	indicate the difference between the available and needed (Available minus Needed)	indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
<b>Classroom:</b>	indicate required number of classrooms	indicate the total classrooms indicated in the Existing and GAA columns (Existing plus GAA)	indicate number of classrooms existing in the school which will be used by the Senior High School	indicate the number of allocated classrooms from SARO	indicate the difference between the available and needed (Available minus Needed)	indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
<b>Blackboard:</b>	indicate required number of blackboards	indicate the total number of blackboards indicated in the Existing and GAA columns (Existing plus GAA)	indicate total number of blackboards existing in school which will be used by the Senior High School	indicate the number of blackboards included in the SARO	indicate the difference between the available and needed (Available minus Needed)	indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
<b>Classroom Chairs:</b>	Indicate required number of chairs	indicate the total number of chairs indicated in the Existing and GAA columns (E18+f18)	indicate total number of chairs existing in school which will be used to Senior High School	Indicate number of chairs which is included in SARO	indicate the difference between the available and needed (Available minus Needed)	indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
<b>Shelves:</b>	Indicate required number of shelves	indicate the total number of chairs indicated in the Existing and GAA columns (E19+f19)	indicate total number of shelves existing in school which will be used to Senior High School	indicate number of shelves which is included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.

II. Resources:	Needed	Available	Existing	GAA	Variance	Remarks
ICT Laboratory:	indicate required number of ICT Laboratories	indicate the total number of ICT Laboratories indicated in the Existing and GAA columns (Existing plus GAA)	indicate total number of ICT Laboratories existing in school which will be used to Senior High School	indicate number of ICT Laboratories which is included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
no. of computer units:	indicate required number of computers	indicate the total number of computers indicated in the Existing and GAA columns (Existing plus GAA)	indicate total number of computers existing in school which will be used to Senior High School	indicate number of computers which is included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
Laboratory:	indicate required number of Laboratories	indicate the total number of laboratories indicated in the Existing and GAA columns (Existing plus GAA)	indicate total number of laboratories existing in school which will be used to Senior High School	indicate number of laboratories which is included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
Workshop:	indicate required number of workshops	indicate the total number of workshops indicated in the Existing and GAA columns (Existing plus GAA)	indicate total number of workshops existing in school which will be used to Senior High School	indicate number of chairs which is included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
Library:	indicate required number of libraries	indicate the total number of libraries indicated in the Existing and GAA columns (Existing plus GAA)	indicate total number of libraries existing in school which will be used to Senior High School	indicate number of libraries which is included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
Equipment:						
Indicate name of equipment and basic specifications (indicate all equipment needed to offer this track)	indicate required number of equipment	indicate the total number of equipment indicated in the Existing and GAA columns (Existing plus GAA)	indicate total number of equipment existing in school which will be used to Senior High School	indicate number of equipment which is included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
Tools:						
Indicate name of tool and basic specifications (indicate all tools needed to offer this track)	indicate required number of tools	indicate the total number of equipment indicated in the Existing and GAA columns (Existing plus GAA)	indicate total number of tools existing in school which will be used to Senior High School	indicate number of equipment which is included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.



H. Resources:	Needed	Available	Existing	GAA	Variance	Remarks
Work Immersion Venue:	Indicate number of Work Immersion Venues needed	indicate the total number of work immersion venues	indicate the total number of Work Immersion Venues	N/A	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
number of students:	Indicate number of students	indicate number of students that can be deployed to the work immersion venues	indicate number of students that can be deployed to work immersion venues with existing partners	N/A	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.

H. Resources:						
	Needed	Available	Existing	GAA	Variance	Remarks
<b>Learning Materials:</b>						
Course pack:	indicate needed number of readers	indicate total number of readers (Existing plus GAA)	indicate existing number of readers which will be used by Senior High School	indicate number of readers included in the SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
Textbooks:	indicate needed number of textbooks	indicate total number of textbooks (Existing plus GAA)	indicate existing number of textbooks which will be used by Senior High School	indicate number of textbooks which is included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
Reference Materials:	indicate needed number of reference materials	indicate total number of reference materials (Existing plus GAA)	indicate existing number of reference materials which will be used by Senior High School	indicate number of reference materials which is included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
Videos:	indicate needed number of videos	indicate total number of videos (Existing plus GAA)	indicate existing number of videos which will be used by Senior High School	indicate number of videos which is included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
<b>Teaching Personnel:</b>						
Qualified Teachers:	indicate needed number of qualified teachers	indicate total number of qualified teachers (Existing plus GAA)	indicate existing number of qualified teachers who will teach in Senior High School	indicate number of qualified teachers included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
LET Passers:	indicate needed number of teachers who passed LET	indicate total number of Teachers who passed LET (Existing plus GAA)	indicate existing number of teachers who passed LET who will teach in Senior High School	indicate number of teachers with LET included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
with National Certification:	indicate needed number of teachers with National Certification	indicate total number of teachers with National Certification (Existing plus GAA)	indicate existing number of teachers with national certification who will teach in Senior High School	indicate number of teachers with National Certification included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.

II. Resources:	Needed	Available	Existing	GAA	Variance	Remarks
	indicate needed number of teachers with MA/PhD	indicate total number of teachers with MA/PhD (Existing plus GAA)	indicate existing number of teachers with MA/PhD who will teach in Senior High School	indicate number of teachers with MA/PhD who are included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
with MA/PhD						
	Indicate needed number of teachers with Applicable/ Relevant Training	indicate total number of teachers with applicable/relevant training (Existing plus GAA)	indicate existing number of teachers with applicable/relevant training who will teach in Senior High School	indicate number of teachers with applicable/ relevant training included in SARO	indicate the difference between the available and needed (Available minus Needed)	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
with Applicable / relevant training:						
Others:						
Details:						

### III. Nearest Schools

Name of School	Distance	Program Offering	# of Students
Indicate name of school, whether private or public	indicate in kilometers (km)	indicate program offering	indicate number of students

Prepared by:

\_\_\_\_\_

print name and sign

External Assessment Template Manual

External Assessment Tool

Partnership Focal Person: \_\_\_\_\_  
 School: \_\_\_\_\_  
 School ID: \_\_\_\_\_  
 School Division: \_\_\_\_\_  
 Region: \_\_\_\_\_

Name of Potential Partner	Sector	Line of Business	Industry / Professional Association	Address	Contact Number	No. of Employees	Potential Requirement	Humanitarian Projects/CSR	Distance from School (In km)	Information Source
Indicate name of potential partner	use drop down to Indicate the sector where the potential industry partner belongs	Indicate line of business where the potential industry partner engages in	Indicate the name of the industry or professional association of which the potential partner is a member of.	Indicate exact address of the potential partner	Indicate telephone number and other contact details	Indicate number of employees	Indicate potential requirement as assessed based on line of business and number of employees	Indicate the title of the humanitarian project/advocacy or corporate social responsibility projects if known	Indicate in kilometers approximate distance of the location of the potential industry partner	Indicate information source
		verify during actual meeting / meeting	verify during meeting			verify during actual meeting	verify during actual meeting	determine this at the Q&A stage during the meeting		

**External Assessment Tool**

\_\_\_\_\_

Partnership Focal Person: \_\_\_\_\_  
 School: \_\_\_\_\_  
 School ID: \_\_\_\_\_  
 School Division: \_\_\_\_\_  
 Region: \_\_\_\_\_

Name of Potential Partner	Sector	Line of Business	Industry / Professional Association	Address	Contact number	No. of Employees	Potential Requirement	Humanitarian Projects/CSR	Distance from School (In km)	Information Source
Indicate name of potential partner	Indicate the sector where the potential industry partner belongs e.g. LGU, NGA, FBA, NGO, Coop, Private Company, etc.	Indicate line of business where the potential industry partner engages in e.g. service, manufacturing, retail, tourism, medical, etc.	Indicate the name of the industry or professional association of which the potential partner is a member of e.g. SEIPI, Lions Club, PSME, PMA, etc.	Indicate exact address of the potential partner	Indicate telephone number and other contact details	Indicate number of employees	Indicate potential requirement as assessed based on line of business and number of employees	Indicate the title of the humanitarian project/advocacy or corporate social responsibility projects (if known)	Indicate in kilometers approximate distance of the location of the potential industry partner	Indicate information source
		verify during actual meeting	verify during meeting			verify during actual meeting	verify during actual meeting	determine this at the Q&A stage during the meeting		