



MAR 07 2016

DIVI	SION MEN	IORAN	NDUM
No.	/2/	, 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 accomplished the attached Partnership-Building Templates following the schedules below to wit:

Date	Activity	Persons Involved			
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:

Participants				No. of Participants	What to bring		
Lead Seco	ndary Pi	rincipal		44	School Partnership Output		
Municipal Senior High School		44	Templates duly				
Focal Person					accomplished and quality		



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

- 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.

ANGTUD, Ed. D., CESQ VI Schools Division Superintendent

Disbursing Section:

Admin/Legal:

(032) 255-6405 (032) 414-7457

(032) 254-2632

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EXTERNAL ASSESSMENT TOO

External Assessment Template

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
		·				·			
				•					
*** **********************************									

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	kilometers approximat	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		

ANNEX B

QUALIFICATION TOOL

TOTAL POINTS:	
PRIORITIZATION:	

me of Potential Partne			Sector:				
gion:	Sc	hool:					
vicion:	Ç.	haal ID:					
vision:		hool ID:					
rk the appropriate box	es with a 🗹 to show your			·			
swer for each field.							
1. LINE OF BUSINE	SS:	6.	DISTAN	CE FROM	SCHOOL	LINKM	
			□ > 20K		(1PT)		
is the potential p	artner associated with		□ 10KM	-20KM	•		
cigarette and/or l	iquor		□ 5KM-	-(KM	(4PTS)		
•	stribution, mining, escort		□ < 5K#	A	(5PTS)		
	er prohibited activities?						
☐ YES (OPTS)	□ NO(<u>5PTS)</u>	7.	TRACK	COURSE/I	PROGRA		
2. Is the potential p	artner included in the Local		is the sc	hool track	Jorogran	m/offering rele	want to
Development Pla						ial partner?	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
☐ YES (5PTS)				5PTS)	•	•	
\	\ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		•		V		
	3. INDUSTRY / PROFESSIONAL		NUMBER				
ASSOCIATION:			□ 0	. ,		3 11-14	(3PTS
		.				15-19	•
☐ YES (<u>5PTS</u>)			□ 6-10	(2PTS)	E	☐ 20 or more	(5PTS
	MOU/MOA with DepEd						
	mber of an association		TOTAL E	OCINTS.			
without MOA/MOU	•		TOTAL POINTS:				
•	ot a member of any						
organization 4. NUMBER OF EM	DI OVEES						
	□ 36-49 (4PTS)						•
□ 10-20 (2PTS	· ·						
□ 21-35 (3PTS	•						
E DOTENTIAL DEC	UIREMENT FOR WORK						
IMMERSION	OINLINEIVI I OIN WORK						
Does the potentia	al partner accepts OJTs,						
•	internships and/or						
immersion stude	•						
☐ YES (<u>5PTS)</u>	□ NO(<u>OPTS)</u>						

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

ASSESSMENT TOOL FO	R IDENTIFYING	INDUSTRY P	ARTNERS FO	R SENIO	R HIGH SCHOOL	
Name of Company/ Organization/ LGI						
Start of operations in the province/cit						
Plans for expansion:NoYes						
Partnership Focal Person:						
Nature of Company / Organization	Human Reso	urces		Physic	al Facilities	
/ ren						
LGU					[*student capacity]	
Level:	Number of e	mployees _		Workp	lace facilities: ()	
	Sources of recruits				<u> </u>	
NGO		e city/provinc	e			
Core Program/s:	From outside				,	
					(*student capacity)	
_	Existing skills	expertise of	employees:	Trainir	ng facilities: ()	
Cooperative						
Type:						
	,	ilis vs need m	atch?			
6	Yes	NO		Adequ	ate facilities (Y/N)?	
Line of Business:	Company			Ourlin		
Eine of business.	i	ners/coaches	₹	Qualit		
	Yes	NO		- POC	orModerateGood	
Others	Needed skills	avnortico:		ISO or	rimilae cortification?	
Please specify:	Needed skills expertise:			ISO or similar certification? Yes No		
riedse specify.				'63	140	
					· ·	
Industry / Professional Association M	embership		- 			
Any CSR or corporate giving program			n did it start	?	• •	
Area of involvement:Education	Environme	nt Liveliho	od Othe	rs		
Estimated annual CSR budget:				· · · · · · · · · · · · · · · · · · ·		
Are you open to partner with DepEd t	or senior high	school? Ye	es No			
Why?	_					
What the company / organization / l	.GU can offer	What the	company	/ Spec	ific SHS courses that match	
to DepEd		organization	ı / LG	1	company's line of business /	
Inputs to the curriculum		expects of D	epEd	orga	nization / LGU's line of	
Facilities for Work Immersion of st				ope	rations:	
Facilities for exposure and training	of					
Teachers						
Facilities for exposure and training	of students					
Trainers and coaches						
In what areas?						
CSR donationOthers						
ASSESSMENT						
Criteria		Lipin I	Yes	No	Remarks	
1. The company's line of business o	-		-			
of operations and technical expertise	can respond t	to the needs				
of any of the SHS courses.	Cir has a					
2. The company / organization / l						
provide inputs and advice on ho		tualize and				
strengthen a specific DepEd SHS cour 3. The company / organization / L		and abla to				
provide resource persons for special	_					
teachers.	Semmars for S	tudents and				
4. The company / organization / I	Gil ie villier	to open its				
facilities for students' immersion or e	-	to oben it?				
5. The company / organization / LG		hich can be				
made available as contribution to						
schools to offer SHS courses.	prote the t	apopinity Of				

	internal Assessment Tool
Partnership Focul Persoa: School: School ID: School Division:	Principat: Schools Division Superintendent: Regional Director: Legislative District: Municipality/City:

NO. OF STUDENTS: ___

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

Source		1					
N. Resources:	Needed	Available	Existing GAA		Variance	Remarks	
Facilities:				I .			
		1	indicate			1	
			number of	l	indicate the	1	
	1	indicate total land	square meters	indicate land	difference	1	
		area in square	in the school	area in	between the	1	
		meters by adding the	that will be	square	available and		
		Existing and GAA	utilized for the	meters	needed	Indicate the source by which this	
	please fill up in	data	Senior High	allocated in	(Available	requirement will be fulfilled e.g.	
Buildable Space:	square meters	(Existing plus GAA)	School	the SARO	minus Needed)	pertnership, donation, usufruct, etc.	
			1				
	1		indicate	i	i	1	
			number of	1	indicate the	İ	
	1		classrooms	i	difference	}	
		indicate the total	exisiting in the	indicate the	between the		
	1	classrooms indicated	school which	number of	available and		
	indicate required	in the Exisiting and	will be used by		needed	Indicate the source by which this	
	number of	GAA columns	the Senior	classrooms	(Available	requirement will be fulfilled e.e.	
Classroom;	classrooms	(Existing plus GAA)	High School	from SARO	minus Needed)	partnership, donation, usufruct, etc.	
			indicate total			The state of the s	
	1	indicate the total	number of	l .	indicate the	·	
	1	number of	blackboards	i	difference		
	ļ	blackboards	existing in	indicate the	between the		
	1	indicated in the	school which	number of	available and		
	indicate required	Exisiting and GAA	will be used by	blackboards	needed	indicate the source by which this	
	number of	columns	the Senior	included in	Available	requirement will be fulfilled e.g.	
Blackboard	blackboards	(Existing plus GAA)	High School	the SARO	minus Needed)	partnership, donation, usufruct, etc.	
		1		***************************************	,		
			indicate total		indicate the		
	İ		number of		difference		
	Į.	indicate the total	chairs existing	Indicate	between the		
	1	number of chairs	in school	number of	available and		
	I	indicated in the	which will be	chairs which	needed	Indicate the source by which this	
	Indicate required	Exisiting and GAA	used to Senior	is included in	(Available	requirement will be fulfilled e.g.	
Classroom Chairs	number of chairs	columns (£18+f18)	High School	SARO	minus Needed)	partnership, donation, usufruct, etc.	
			indicate total	_			
	1	1	number of		indicate the		
	1	1	shelves		difference		
		indicate the total	existing in	indicate	between the		
		number of chairs	school which	number of	available and		
	l	indicated in the	will be used to	shelves which	needed	Indicate the source by which this	
	Indicate required	Exisiting and GAA			(Available	requirement will be fulfilled e.g.	
Shelves:	number of shelves	, -				partnership, donation, usufruct, etc.	

II. Resources:	Needed	Available	Existing	GAA	Variance	Remarks
as nearesta	i i i i i i i i i i i i i i i i i i i	VANAGA.	zaswig .	- 344	A dis senancia	Peturies
		1	indicate total			1
		indicate the total	number of ICT	indicate	indicate the	1
		number of ICT	Laboratories	number of	difference	1
	1	Laboratories	existing in	ICT	between the	1
		indicated in the	school which	Laboratories	available and	
	Indicate required	Existing and GAA	will be used to	1	needed	Indicate the source by which this
ICT Laboratory:	number of ICT Laboratories	columns	Senior High	included in	(Available	requirement will be fulfilled e.g.
ALT LEUCHASLAY.	CHANAGES	(Existing plus GAA)	School indicate total	SARO	minus Needed	partnership, donation, usufruct, etc.
	Į.		number of		Indicate the	1 .
	1	indicate the total	computers	indicate	difference	
	I	number of	existing in	number of	between the	Ì
	1	computers indicated	school which	computers	available and	
	indicate required	in the Existing and	will be used to	which is	needed	Indicate the source by which this
	number of	GAA columns	Senior High	included in	(Available	requirement will be fulfilled e.g.
no. of computer units	computers	(Existing plus GAA)	School	SARO	minus Needed)	partnership, donation, usufruct, etc.
]		In all and a second	indicate total			
	1	indicate the total	number of	la diana	indicate the	
1	1	number of	laboratories	indicate	difference	{
	1	indicated in the	existing in school which	number of laboratories	between the	
	Indicate required	Exisiting and GAA	will be used to	1	available and needed	Indicate the course by which the
	number of	columns	Senior High	included in	(Available	Indicate the source by which this requirement will be fulfilled e.g.
Laboratory:	Laboratories	(Existing plus GAA)	School	SARO	*	partnership, donation, usufruct, etc.
			Indicate total	T		The state of the s
	I		number of		indicate the	į.
	1	indicate the total	workshops		difference	
	1	number of	existing in	indicate	between the	
		workshops indicated	school which	number of	bne skielieve	
	indicate required	In the Existing and	will be used to	chairs which	needed	Indicate the source by which this
Warkshop:	number of workshops	GAA columns	Senior High	is included in	(Available	requirement will be fulfilled e.g.
	1	(Existing plus GAA)	School	SARO	minus Needed)	partnership, donation, usufruct, etc.
	1	1	indicate total	1	lindinate str	
	[indicate the total	libraries	indicate	indicate the	
		number of libraries	existing in	number of	between the	
		indicated in the	school which	Ilbraries	available and	,
	1	Exisiting and GAA	will be used to	which is	needed	Indicate the source by which this
	Indicate required	columns	Senior High	Included in	(Available	requirement will be fulfilled e.g.
Library:	number of libraries	(Existing plus GAA)	School	SARO	minus Needed)	partnership, donation, usufruct, etc.
Equipment:						
			indicate total			
		indicate the total	number of	india	indicate the	
Indicate name of		number of	equipment existing in	indicate number of	difference between the	
equipment and basic		equipment indicated	school which	equipment	petween the available and	
specifications (indicate all	indicate required	in the Exisiting and	will be used to	which is	needed	Indicate the source by which this
equipment needed to affer	number of	GAA columns	Senior High	included in	(Available	requirement will be fulfilled e.g.
this track)	equipment	(Existing plus GAA)	School	SARO		partnership, donation, usufruct, etc.
Tools:						
		indicate the total	indicate total number of		indicate the	
		maicate the total	numper or tools existing		difference between the	
indicate name of tool and					between the possible and	
basic specifications					1	indicate the source by which this
•	indicate required	GAA columns	used to Senior			requirement will be fulfilled e.g.
	number of tools	(Existing plus GAA)	1	1	. ,	partnership, donation, usufruct, etc.
						- Indiana de la companya de la compa

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	N/A	(Available	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
			indicate number of students that	. y		
			can be deployed to work immersion		indicate the difference between the available and	
number of students:	indicate number of	deployed to the work	-		(Available	Indicate the source by which this requirement will be fulfilled e.g.
HUMBER OF STUDENTS:	SCOREIVO	immersion venues	partners	N/A	minus rieeded)	partnership, donation, usufruct, etc.

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I. Resources:	Needed	Available	Existing	GAA	Variance	Remorks
earning Materials:			ļ			ļ
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 (Edsting 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. portnership, 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: eaching Personnel:	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.
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.
		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	(Available	Indicate the source by which this requirement will be fulfilled e.g. partnership, donation, usufruct, etc.
		indicate total number of teachers with National Certification (Existing plus GAA)	teachers with national certification who will teach in Senior High	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.

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

III. Nearest Schools

Distance	Program Offering	# of Students
		indicate
indicate in	indicate program	number of
kilometers (km)	offering	students
	indicate in	indicate in indicate program

t tehnien nåt		
print name and sign		

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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	Contact No. of Number Employees	Potential Requirement	Humanitarian Projects/CSR	Distance from School (in	Information Source
Indicate name of potential partner	use drop down to indicate the sector where the potential industry partner belongs	use drop indicate line of down to business where indicate the potential the sector industry where the partner potential engages in Industry partner belongs	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 indicate exact telephone address of number and ne potential other partner contact details	indicate number of employees	indicate potential requirement as assessed based on line of business and number of employees	requirement as the humanitarian kilometers assessed based project/advocacy approximate on line of corporate social distance of business and responsibility the location number of projects if known of the employees replace the potential industry	indicate in kilometers approximate distance of the location of the potential industry partner	Indicate Information source
		verify during verify during actual meeting	verify during meeting			verify during actual	verify during	determine this at verify during the Q&A stage actual meeting 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
Indicate name of potential partner	indicate where the potential industry partner belongs e.g. LGU, NGA, FBA, NGO, Coop, Private Company,	the sector business where name of the where the potential industry partner postential industry partner pelongs service, which the belongs service, potential partner service, potential AGO, manufacturing, member of e.g. NGO, medical, etc. SEIP, Lions Coop, Private SEIP, Lions Coop, partner service, permaner of e.g. NGO, medical, etc. SEIP, Lions Coop, perivate SEIP, Lions SEIP, Lions Coop, perivate SEIP, Lions SEIP, Lions Coop, perivate SEIP, Lions SEIP, Lions Coop, perivate SEIP, Lions SEIP, L	indicate the name of the industry or professional association of which the potential partner is a member of e.g. SEIPL, Lions Club, PSME, PMA, etc.	indicate indicate sact telephone address of number and the potential other partner contact details	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	requirement as the humanitarian kilometers assessed based project/advocacy approximate on line of corporate social distance of business and responsibility the location number of projects (if known) of the employees projects (if known) and the potential industry partner	indicate in kilometers approximate distance of the location potential industry partner	Indicate Information source
		verify during verify during actual meeting imeeting	verify during meeting			verify during actual meeting	verify during actual meeting	determine this at the Q&A stage during the maeting		