



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



September 19, 2016

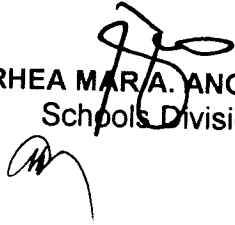
DIVISION MEMORANDUM
No. 559, s. 2016

**ONE-DAY CAPABILITY BUILDING FOR SCHOOL BRIGADA ESKWELA/
ADOPT-A-SCHOOL PROGRAM COORDINATORS**

TO : Assistant Superintendents
Division Supervisors/Coordinators
Public Schools District Supervisors
Heads, Public Elementary and Secondary Schools

1. This office announces the conduct of a **ONE-DAY CAPABILITY BUILDING FOR SCHOOL BRIGADA ESKWELA/ADOPT-A-SCHOOL PROGRAM COORDINATORS** on September 27, 2016 at Applied Nutrition Center (ANC), Banilad, Cebu City.
2. Participants to this activity are the **Central Elementary and Secondary Lead School Brigada Eskwela/Adopt-A-School Program Coordinators only**.
3. This activity aims to:
 - a. utilize available tools, cascade information and provide technical assistance as to quality and efficiency of submitting BE/ASP reports are concerned;
 - b. orient partnership building stages and understand the guidelines in accepting donations and process applications to avail of the tax incentives by the private companies; and
 - c. share best practices and lessons learned during the 2016 Brigada Eskwela Implementation.
4. Participants are directed to bring the 3rd Quarter ASP report (soft & hard copies) using the revised template found at the Fb group account (**DEPED CEBU ASP_BE COORDINATORS FAMILY**) by district for elementary and municipality for secondary.

5. Travelling expenses of the participants shall be chargeable against local School/MOOE/SEF/PTA Funds while food, venue and traveling expenses of division personnel and other incidental expenses relative hereto, shall be chargeable against Adopt-A-School Program 2016 Program Support Fund (PSF), subject to their availability and the usual accounting and auditing rules and regulations.
6. This Memorandum serves as participant's Authority to Travel.
7. Immediate and wide dissemination of this Memorandum is desired.


RHEA MARA. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

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