



September 16, 2019

**DIVISION MEMORANDUM**

No. JJD, s. 2019

**SUBMISSION OF SCHOOL ADOPT-A-SCHOOL QUARTERLY REPORT FOR FISCAL YEAR 2019**

**TO:** Assistant Superintendents  
Chiefs of SGOD and CID  
Division Supervisors/Coordinators  
SEPS and EPS 2  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. In reference with DepEd Memorandum No. 364, s. 2007 Coordination of all Private Sector Engagement with DepEd through the Adopt-a-School Program (ASP) Secretariat, DepEd Order No. 82, s. 2009 Documentation Procedures on Private Sector Donations to Public Schools and DepEd Memorandum No. 19, s. 2010 Changes in DepEd Order No. 82, s. 2009, this office hereby advises the School Heads to submit through DepEd Partnerships Database System (DPDS) the 1<sup>st</sup> – 3<sup>rd</sup> Quarter ASP Report on or before **September 20, 2019**. *Failure to submit the said report online on the said date will hinder the Division to attain the 100% submission on-time.*

2. Relative to this, this office hereby directs all PSDSs, School Heads and District/School Adopt-a-School Coordinators to follow the deadline of the Quarterly Submission every Quarter, to wit:

- |   |                              |
|---|------------------------------|
| a. 1 <sup>st</sup> Quarter (January – March)    | - March 15 of every year     |
| b. 2 <sup>nd</sup> Quarter (April – June)       | - June 15 of every year      |
| c. 3 <sup>rd</sup> Quarter (July – September)   | - September 15 of every year |
| d. 4 <sup>th</sup> Quarter (October – December) | - December 15 of every year  |

3. This office encourages all personnel concerned to give their full support and cooperation in meeting the due dates for the submission of the ASP reports.

4. Immediate dissemination of this Memorandum is desired.

  
**RHEA MARA A. ANGTUD, Ed. D.**  
Schools Division Superintendent