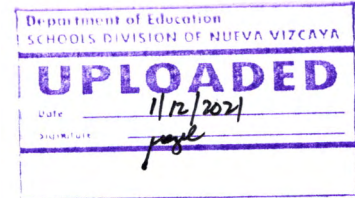




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya



January 13, 2021

DIVISION MEMORANDUM
No. 05, s. 2021

ENHANCED GUIDELINES IN THE CONDUCT OF PARTNERSHIP PROJECTS

To: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. The Enhanced-School Improvement Plan (e-SIP) aims to improve the three (3) Key Result Areas (KRAs) in basic education namely the Access, Quality and Governance. It is evidence-based, results-based and child or learner-centered and is the basis for the school's Annual Improvement Plan.
2. The development of the e-SIP requires innovative and systems thinking, and a mindset of a Continuous Improvement (CI). Implementation of the projects from the e-SIP shall involve the active participation of all education stakeholders in the school and community such as the school heads, teachers, parents, community leaders, and the learners themselves, among others.
3. The partnership projects include the following, to wit:
 - a. Community Extension Projects or Activities or of a program of another agency or coordinator of a rural service improvement activity in a community namely feeding, nutrition, agro-industrial fairs, ecological/environmental preservation project, health and wellness, medical-dental mission, literacy and numeracy, and among others. The project is community-based, not school-based and sponsored by the Local Government Units (LGUs), other government agencies, or Non-Government Organizations (NGO) or private establishments or foundations.
 - b. Resource Generation which involves donations from diverse partners to include equipment or materials for Basic Education-Learning Continuity Plan (BE-LCP), Anti-Covid-19 items (medicines, vitamins, energy drinks, etc.), School Supplies, Hygiene Kits, subsidy or sponsorship of learners' fees for authorized contribution, hardware materials, training and consultancy for teachers, furniture, among others. This also includes the Income Generating Projects (IGP) of the school.



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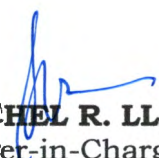




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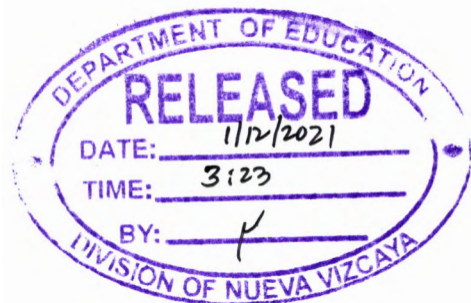
c. Work Immersion for Senior High School Learners (initiative to Work Immersion Partnerships)

4. As part of institutionalizing the process in approving permit to conduct the partnership project and the acceptance of it as incorporated in the SIP, The project proponents are advised to follow the guidelines set by the Schools Division Office.
5. The guidelines in the conduct of partnership projects with the inclusion prescribed templates are hereto attached. Please refer to Division Memorandum No. 181, s. 2020 for the prescribed template of Partnership Project Proposal.
6. For technical assistance and further inquiries, please inquire SEPS Roscoe N. Gacusana, EdD, RGC and EPS II Maria Licel T. Balico of the Social Mobilization and Networking (SMAN) of the Schools Governance and Operations Division (SGOD).
7. Immediate and wide dissemination of this memorandum is directed.


RACHEL R. LLANA, PhD, CESO VI
Officer-in-Charge
Office of the School Division Superintendent

01-12-2021

Inclosure: *as stated*
References: *Republic Act 8525, "Adopt-a-School Program Act Of 1998*
DepED Order No. 40, s. 2015
Regional Order No. 66, s. 2016
Division Memorandum No. 181, s. 2020



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DIVISION GUIDELINES IN PREPARING PROPOSAL IN THE CONDUCT OF PARTNERSHIP PROJECTS

Republic Act 8525, or otherwise known as Adopt-a-School Program (ASP) Act of 1998 was created to help generate investments and to support education outside the mainstream funding and the national budget.

Under the program, legally instituted by the passage of **RA 8525**, private entities, either local or overseas are given the opportunity to become partners in education through their assistance in the upgrading and modernization of public elementary and high schools. In return, they are to enjoy additional tax incentives as they implement their project.

Meanwhile, one of the goals of the K to 12 Education Program is to develop students who have the relevant knowledge, competencies and values to pursue further education and training or to enter the world of work through employment or entrepreneurship. Thus the need for partnerships in the work immersion of Senior High School Students. Through the DepED Order No. 40, s. 2015, entitled, "Guidelines on K to 12 Partnerships it hopes to assist and enable department and school

Regional Order No. 66, s. 2016 otherwise known as the "Standards and Policy Guidelines on Partnerships and External Linkages for Basic Education Support" stipulates the qualifications of partners and the underlying guidelines on partnerships.

Division Memorandum No. 181, s. 2020 also stipulates about the "Guidelines for Partnership Proposal" employing the prescribed template.

The conduct of the partnership projects in schools are expected to improve the Access, Retention, Completion and Achievement (ARCA) of learners. It should address the priority needs of the schools in certain Priority Improvement Area (PIA).



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Annex A: Template for Project Proposal of Partnership Projects

Title of the Project

Sponsoring Agency/Company _____
Source of Fund _____
Amount of Project _____
School/District: _____

The Partnership Project

I. Rationale

This contains a short introduction about the project.

II. Objectives of the Project

a. General

This shows the overall purpose of the project.

b. Specific

The detailed purpose of the projects should be reflected.

III. Plan of Action

The timelines should be included in this part showing the targeted timeframe of the project step by step.

IV. Project Committee

The persons involved should be listed here identifying the specific function or roles of each project committee members.

V. Budgetary Requirements

The logistics needed with the equivalent expenses on the needed items or materials should be articulated.



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VI. Project Outputs

The output of the project should improve the physical development of the schools and eventually enhance ACCESS and learning performance of the learners.

Prepared by:

 Proponent/s Name and Signature

Date: _____

VII. Monitoring and Evaluation

Describe the process of monitoring and evaluating the partnership project including the tool to be utilized.

For Projects geared towards physical development of the school, learners' and teachers' development, the Project Monitoring Report Form as use in checking and assessing the progress of the AIP/SIP will be utilized (DepED Order No. 44, s. 2015).

The format will be as follows:
 Project Monitoring Report Form
 Scheduled Dates of Monitoring: _____

| Name of Project | Project Objectives & Targets | Date of Monitoring | Accomplishments/ Status to Date | Issues/Problems/ Challenges | Recommendations Action Points | Signature of SPT & Project Team |
|-----------------|------------------------------|--------------------|---------------------------------|-----------------------------|-------------------------------|---------------------------------|
| | | | | | | |
| | | | | | | |

Prepared by: (Project Team)

Noted by: (School Head)





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1. Strategies for Project Sustainability or Replication

| Findings from the Results of the Monitoring & Evaluation (M&E) | Recommendations/ Action Points | Timeline | Resources Needed | Expected Output |
|--|--------------------------------|----------|------------------|-----------------|
| | | | | |
| | | | | |

Findings must be drawn in relation to the objectives of the project.

2. Appendices

- a. Annual Implementation Plan/Enhanced-School Improvement Plan bearing the Project
- b. Annex 9 of DepED Order No. 44, s. 2015 which is the Project Work Plan and Budget Matrix
- c. Program of Work and School Site Development Plan (If necessary for Educational Facility Development Plan)

3. **Acceptance of the Project**

- a. The approved (quality assured) proposal shall be attached in a properly bound copy of documents and with ear tabs.
- b. Acceptance Report must include narrative reports, pictorials with proper captions.

Note: Proposed partnership projects which are already implemented will not be given approved permit and acceptance. Submission of proposed projects should be submitted in the Division Office at least two weeks before the implementation.





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STEPS IN THE CONDUCT OF THE PARTNERSHIP PROJECTS

1. Using the prescribe template (Annex A of Division Memorandum 181, s. 2020), the proponent shall craft or prepare the Project Proposal in the Conduct of Partnership Projects. The project shall have been incorporated in the School Improvement Plan (SIP) – Annual Implementation Plan (AIP).
2. The proponent, pre-assessed by the School Quarterly Assurance Committee, submits the Project Proposal in the Conduct of Partnership Projects to Records Section for recording.
3. The Quality Assurance Committee on Partnership Projects shall evaluate the compliance of the proposal to the Guidelines in the Conduct of Partnership Projects.
4. After compliance to the guidelines on the conduct of partnership projects, the Permit to Conduct of the Partnership Project for accreditation will be issued to the proponent.
5. The proponent conducts the pre-implementation, implementation and post-implementation phases of the project following the time schedule as following the plan of action.
6. After the implementation of the project, comes the issuance of Certificate of Acceptance of the Project with the submission of the approved project proposal and narrative reports on the activities conducted with pictorials and captions.

References: *DepEd Order No. 44, s. 2015. Guidelines on the Enhanced School Improvement Planning (e-SIP) Process and the School Report Card*
Republic Act 8525, "Adopt-a-School Program Act Of 1998
DepED Order No. 40, s. 2015
Regional Order 66, s. 2016
Division Memorandum No. 181, s. 2020



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