



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

February 8, 2018



DIVISION MEMORANDUM

No. 92, s. 2018

ESTABLISHING A DATABASE OF SCHOOL NEEDS FOR POSSIBLE ASSISTANCE THROUGH THE ADOPT-A-SCHOOL PROGRAM

To : All Division Chiefs
Public Schools District Supervisors/Districts-In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. To intensify the delivery of quality education to our children, the Department of Education is strengthening external partnership with line agencies and private businesses per RA No. 8525, otherwise known as the "Adopt-A-School Act of 1998".
2. To further facilitate assistance from private entities, this office shall establish a database of school needs which will be readily available should there be private partners and basis for proposals to future partners.
3. Anent this, School Heads, with the assistance of their ASP coordinators to initially accomplish the attached forms in this memorandum. Should the school have other needs which are not reflected in the templates, please prepare a letter indicating your request, purpose, and contact number.
4. Accomplished forms and letter request must be submitted in MS Excel and MS Word format to Mrs. Karla Panesa-Antonio, Division ASP Coordinator through email address: karla.panesa@deped.gov.ph on or before February 19, 2018.
5. For widest dissemination and compliance.


SALUSTIANO T. JIMENEZ, CESO VI
Schools Division Superintendent
OIC-Assistant Regional Director 

60 FEB 2018

Name of School:

Address:

District:

Name of School Head:

Contact Number:

Need for Plywood

Classroom	Classroom Area (sq. m)	Area Needing Repair (sq. m)	Purpose
1 Gr 1 Rm 1	63 m ²	16m ²	ceiling repair
2 Gr 5 Rm 3	63 m ²	28 m ²	wall partition
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
TOTAL		44 m ²	

Prepared by:

Date: _____

Name of School:

Address:

District:

Name of School Head:

Contact Number:

Need for Solar Panels for Un-energized Schools

Building	Number of classrooms per Bldg	Number of Students
Main Bldg	4	200
Annex Building	2	100
Total	6	300

Prepared by:

Date: _____

Name of School:

Address:

District:

Name of School Head:

Contact Number:

Need for Handwashing Facility

Grade	Number of students
Kinder	25
1	50
2	52
Total	127

Prepared by:

Date: _____