



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OFFICE OF ABRA

**RELEASED**  
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January 8, 2024

DIVISION MEMORANDUM  
 No. 010 s. 2024

**REITERATION OF DIVISION MEMO No. 119, s. 2018 OR THE DIVISION GUIDELINES FOR  
 PARTNERSHIP, NETWORKING, LINKAGES & OUTSOURCING**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors – CID/SGOD  
 Education Supervisors  
 Heads of Units and Sections  
 Education Program Specialists  
 Elementary and Secondary School Heads  
 All Field Personnel  
 All others concerned

1. This office reiterates the provisions stipulated in DM 119, S. 2018 as the basis for the implementation and monitoring of the different partnership and outsourcing efforts in all public elementary and secondary schools in the Schools Division of Abra.
2. A copy of the guidelines is enclosed herein.
3. Immediate dissemination of and strict compliance of this memorandum is desired.

  
**AMADOR D. GARCIA, SR. PhD, CESO VI**  
 Schools Division Superintendent

*per*

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## POLICY GUIDELINES ON PARTNERSHIP, NETWORKING, LINKAGES AND OUTSOURCING

### Section 1: Rationale

The Schools Division of Abra recognizes that one of the major components in the effective and efficient delivery of basic education services in the Province of Abra is a sustained partnership among education stakeholders. To achieve a convergence between the DepEd, Local Government Units, private and business sectors, support groups and other government and non-government organizations there is a need for all schools and learning centers to be guided with a systematic process in building, sustaining and strengthening partnerships as well as with an outsourcing guidelines founded on acceptable norms and existing policies.

These guidelines were formulated in order to provide the elementary and secondary schools of SDO Abra with written procedures on Partnership, Networking, Linkages and Outsourcing (PNLO) and to intensify the participation of external stakeholders and partners in the schools' PNLO efforts. It aims to increase the schools' compliance to documentation, monitoring and reporting procedures of PNLO practice.

Through these guidelines, the SDO Abra hopes to assist and empower the school heads, partnership focal persons, teachers and officials and members of the Parents, Teachers Associations and other internal and external stakeholders and partners to develop and implement an effective and efficient and productive PNLO programs, projects and activities.

### Section 2: Scope

These guidelines cover the step-by-step processes which the School officials and staff, partnership focal persons, teachers, officials and members of the PTA and other internal and external stakeholders and partners will have to follow in developing, implementing, monitoring and reporting Partnerships, Networking, Linkages and Outsourcing (PNLO) related Programs, Projects and Activities (PPAs).

These guidelines shall apply to all PNLO-related PPAs implemented in all public elementary and secondary schools in the Schools Division of Abra. Specifically, it will apply to the following:

1. DepEd Primary Schools
2. DepEd Elementary Schools
3. DepEd Junior High Schools
4. DepEd Senior High Schools
5. DepEd Special Programs and Special Education Schools
6. Other DepEd Learning Centers

### Section 3: Objectives

The SDO Abra PNLO policy will aid DepEd school officials and personnel and all other internal and external stakeholders and partners to make decisions on PNLO-related Programs, Projects and Activities to support the delivery of basic education services. It will assist the school heads and school personnel in the process of building and communicating partnerships and outsourcing efforts.

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It aims to make the PNLO PPA Proponent:

1. aware of the existing rules and regulations on Partnership Networking Linkages and Outsourcing
2. enhance their skills in communicating and building partnerships
3. enrich their technical knowledge and skills in conducting outsourcing related programs, projects and activities; and
4. develop good work habits and accountability and improve human relations.

To ensure the achievement of the aforementioned objectives, these policies serve to guide schools and learning centers in:

1. developing, implementing, monitoring and reporting Partnership, Networking, Linkages and Outsourcing (PNLO) related Programs, Projects and Activities (PPAs).
2. providing options for external stakeholders and partners to engage in Partnership, Networking, Linkages and Outsourcing (PNLO) related Programs, Projects and Activities (PPAs) of their interest
3. organizing Partnership, Networking, Linkages and Outsourcing (PNLO) related Programs, Projects and Activities (PPAs) that are relevant to learners' needs
4. articulating the scope and limits of Partnership, Networking, Linkages and Outsourcing (PNLO) in the context of existing rules and regulations

#### **Section 4: Principles and Policy Statements**

Partnership, Networking, Linkages and Outsourcing (PNLO) related Programs, Projects and Activities shall be governed and guided by the following principle and policies:

##### **1. Partnership, Networking and Linkages**

All Partnership, Networking and Linkages related Programs, Projects and Activities (PPAs) must be approved by the Schools Division Superintendent before implementation:

- a. **Adopt-A-School Program (DepEd Order No. 2 s 2013) and Guidelines on Accepting Donations and on Processing Application for the Availment of Tax Incentives by Private Donor-Partners supporting the K to 12 Program (DepEd Order No. 24 s. 2016)**
  1. DepEd recognizes the important role of the Private Sector in the promotion of quality and accessible education as a way of recognizing the active involvement of the Private Sector in the implementation of the K to 12 Program which entails providing various support packages to public schools, the DepEd supports the tax incentivization campaign of the Bureau of Internal Revenue one of which is through the implementation of the tax incentive provision of RA 8525, "Adopt-A-School Act of 1998".
  2. The amount of assistance / contribution or donation shall be based on the actual amount contributed/donated appearing on the official receipt or acknowledgment receipt issued by the donee.
  3. If the assistance is in the form of teachers and students to facilities operated by the Private Sector partner such as buildings, offices, laboratories, shops, machine and equipment

among others, the amount shall be based on the rental value agreed upon by the concerned office of the DepEd and/or the school and the Private Sector partner, as stated in the Memorandum of Agreement.

4. If the assistance is in the form of resource persons for lectures, workshops, hands-on training, orientation, supervisory work and the like, the amount of the contribution or donation shall be based on the value of services rendered as agreed upon by the Private Sector partner, the concerned office of the DepEd and the public school as stated in the Memorandum of Agreement or the actual expense incurred by the Private Sector partner, whichever is lower.
5. If the assistance is in the form of brand new equipment and machines, the amount of the contribution or donation shall be based on the acquisition cost by the Private Sector partner or the accrual cost at the time of the donation. However, if said items had already been used, then such valuation take into consideration the depreciated value of the donation.
6. If the assistance is in the form of real property, the amount of the contribution or donation shall be the zonal value assessed value of the property at the time of the contribution/donation as determined pursuant to the Section 6E of the Tax Code of the Philippines which states of the book value/depreciated value of the property, whichever is lower. Appraisal increase or appreciation in the value of the asset recorded in the books of account should not be considered in computing the book value of the asset.
7. The Private Sector Partner applies for the availment of tax incentive arising from its expenses incurred in the program by submitting proper and complete requirements to DepEd's Adopt-A-School Program Secretariat which is under the External Partnerships Service.

**b. Guidelines on K to 12 Partnership (DepEd Order No. 40, s. 2015)**

1. DepEd shall enter into partnerships in order to strengthen its capability to offer basic education
2. Partnerships will be entered into only after thorough study and preparation to ensure that these will be beneficial to the students and learners, teachers and schools.
3. All partnerships at the school level must be covered by a Memorandum of Agreement (MOA). All partnerships shall be guided by relevant existing laws and DepEd issuances especially those related to child protection.
4. DepEd in collaboration with its partners and stakeholders shall ensure that all schools and venues for learning are safe and conducive for education and training.

**c. Guidelines for Work Immersion (DepEd Order No. 30, s. 2017)**

1. Work Immersion is a requirement for graduation in secondary education. It will help develop among the learners life and career skills and will prepare them to make decisions on post secondary education or employment.
2. Partner Institution and Work Immersion venues shall be selected only after thorough study, screening and preparation to ensure that each venue is safe, secure and suitable place for learning. All applicable safety guidelines of TESDA, DOLE, and the work immersion venue relevant to basic education shall apply.

3. Schools may partner with any institution or organization duly registered/recognized by any accrediting government agency.
4. All Work Immersion agreements at the school level must be covered by a Memorandum of Agreement (MOA) for the security of all parties involved.
5. The maximum number of hours spent in the work immersion venue is 40 hours per week and no more than eight (8) hours per day as provided for by law for a child below 18 but older than 15.
6. Insurance of the learners in DepEd Schools shall be charged to MOOE. Schools and students shall not be asked to pay the SHS Partner Institutions for any Work Immersion activity conducted. Fees for Work Immersion must only be set after consultation with parents.
7. Work Immersion requires parental consent.

## **2. Contributions**

Generally, teachers and other school personnel are prohibited to collect contributions for various reasons from learners as provided by the following policies. Likewise, it is also prohibited to collect from teachers similar contributions.

### **a. Republic Act No. 5546**

1. The sale of tickets and/or the collection of contribution in any form whatsoever by any person for any project or purpose whether voluntary or otherwise from learners, students and teachers of public and private schools, colleges and universities is hereby prohibited. Provided however, that this prohibition shall not cover membership fees of school children and students in the Red Cross, the Girl Scout of the Philippines, and the Boy Scout of the Philippines. Provided, finally, that this prohibition shall not cover the contributions of parents and other donors for the students of barrio high schools.
2. Pupils/students should not be engaged in any but not limited to the following activities which are similar in nature; selling of raffle tickets, selling and playing of bingo card, participating in popularity contest, soliciting financial donations, participating in JS Promenade, patronizing film and stage shows and collection of contributions in any form whatsoever.
3. Fund-raising activities intended for school purposes, including especially the raising of funds from teachers and students for the construction of office buildings, schoolrooms, toilets, paths or walks, gates and pergolas, canteen buildings, procurement of desks or equipment and the like are being discouraged or strictly limited.
4. It is also discouraged to ask for contributions for paints and brushes and other materials for school beautification purposes and for food and entertainment of school evaluation teams coming from the district, division, regional and/or national offices.

### **b. DECS Order No. 5 s. 1992**

...it is absolutely prohibited to solicit monetary contributions especially from teachers and learners for any programs, projects and activities for which no funds are available or allocated.

c. **DepEd Order No. 22, s. 2005**

Teachers and other school personnel are prohibited from collecting contributions for these organizations (BSP, GSP, Red Cross, PCTA, etc.). These organizations shall assign their own personnel to collect contributions/membership fees at the school level.

d. **DepEd Memorandum No. 143 s. 2016**

No fees shall be collected from school children in Kindergarten up to Grade 4 anytime during the school year.

e. **DepEd Order No. 6 s. 2018**

Any DepEd personnel should not be allowed to collect any graduation/moving up/closing ceremony fees or any kind of contribution.

Therefore, the DepEd's No Collection Policy highlights that in no case shall non-payment of voluntary school contributions or membership fees shall be made as a basis for admission, non-promotion, or non-issuance of clearance to a student by the school concerned (**DepEd Order No. 41, s. 2012**).

This is because the school budget being one of the most powerful tools to promote and strengthen school-based management and accountability should cover all expenses related to the schools' operations. This is why apart from curricular reforms and capacity building programs, the Department of Education (DepEd) continues to make more resources available to schools to support them in enabling students to perform better.

f. **DepEd Order No. 13, s. 2016** stipulates the uses of School MOOE as follows:

1. to fund activities as identified in the approved School Improvement Plan (SIP).
2. to support expenses for school-based training and activities that are selected or designed to address the most critical needs that will improve learning outcomes in the school.
3. to support expenses on special curricular programs
4. to finance expenses pertaining to graduation rites, moving-up ceremonies and recognition activities
5. to procure school supplies and other consumables for teachers and students deemed necessary in the conduct of classes
6. to fund minor repairs of facilities, building and grounds maintenance and the upkeep of the school
7. to fund rental and minor repairs of tools and equipment deemed necessary for the conduct of teaching and learning activities
8. to pay for wages of full-time janitorial transportation/mobility and security services
9. to pay for utilities and communication expenses
10. to pay for reproduction of teacher-made activity or exercises that were downloaded from the Learning Resources Management and Development System (LRMDS)
11. to procure small capital expenditures items worth Php15,000 and below
12. in no case shall the school MOOE be used for the procurement of school furniture, textbooks and other instructional materials.

However, the DepEd highly recognizes the efforts of its education stakeholders in the successful delivery of basic education services as provided by DO 40, s. 2015, DO 24, s. 2016 and DO 30, s. 2017. Moreover,

contributions and donations from private donor-partner as well as from other stakeholders are allowed and encouraged under RA 8525, DO 2, s. 2013 and DO 24, s. 2016.

Hence, the Schools Division of Abra uphold the following policies in implementing Outsourcing and/or fundraising-related programs, projects and activities in all elementary and secondary schools in the Province of Abra.

**1. Adherence to the No Collection Policy**

Collecting contributions from learners for the following reasons are discouraged:

- a. selling of raffle tickets
- b. selling and playing of bingo cards
- c. participating in popularity contests
- d. soliciting financial donations
- e. patronizing film and stage shows, and
- f. collection of contributions in any form whatsoever.

**2. Accepting Donations.**

- a. All donations regardless of its nature and purpose shall become the property of the School. There shall be no case that a donation shall become a personal property of the School Head, Partnership Focal Person, Homeroom Teacher, subject teacher and other school personnel and/or officials and members of the PTA.
- b. School Heads and other school personnel must execute a deed of donation for all cash donations received specifying the amount of donation, the name of the donee, the date when donation was received and the purpose of the donation. *(All cash donations shall be recorded/uploaded to the DPDS. Likewise, a deed of acceptance shall also be executed)*
- c. A financial report with complete attachments as to the utilization of all cash donations shall be submitted to the School Head, FEA General Assembly, PTA General Assembly and other similar forum whichever is applicable. The financial statement report of all cash donation received shall be open to public examination.
- d. If the Donation is in the form of equipment, machines, tools and other materials and land/real property, a Deed of Donation and Deed of Acceptance must be executed by and between the donor and the donee (DO 24, s. 2016). Such donation must be entered in the inventory of school properties.
- e. If donations are in the form of use of facilities, services and professional expertise, a Memorandum of Agreement (MOA) must be entered into by and between the donor and the donee (DO 24, s. 2016).
- f. Donations in the classroom (e.g. electric fan, curtain, cabinet, shelves, TV, water dispenser, projector and other related equipment and tools) whether by a private individual/group of individual (such as the alumni) or through PTA project shall follow the process of accepting the donation as stated in these guidelines. In such case, the homeroom adviser/teacher shall execute a Deed of Donation and Deed of Acceptance in the presence of the Homeroom PTA President, School Head and Partnership Focal Person. All donated equipment and tools shall be entered in the inventory of the school property with a corresponding Memorandum Receipt (MR) issued to the Homeroom

Adviser/Teacher. This will serve as one of the Modes of Verification of the (MOV) of the teacher's IPCRF.

- g. All outreach and extension programs offered by non-government organizations and private institutions must be covered by a MOA entered into by and between the school and partner agency. No Outreach and Extension Programs sponsored by non-government organizations and Private Institutions shall be implemented without an approved MOA. *(Must be approved by the SDS before implementation.)*
- h. Outreach and extension programs offered by Government Organizations and line-agencies must be appropriately endorsed by the Schools Division Superintendent before implementation.
- i. Private individuals or group of individuals may conduct gift-giving, feeding program and other related activities provided that there is a certification from the School Head that the activity will not become a political forum.
- j. Conduct of outreach and extension programs, gift-giving, feeding program and other related activities must not violate any provisions provided by DepEd Order No. 40, s. 2012 or the **DepEd Child Protection Policy**.
- k. In no case that a school program for accepting donations and/or outreach and extension programs shall be used to promote/endorse a political candidate and/or political party **(DO 20, s. 2007, DO 10, s. 2007, Div Memo 106, s, 2018)**.
- l. School Heads and other school personnel are prohibited from accepting donations from tobacco companies and its subsidiaries **(DO 6 s. 2012)**.

### **3. Conducting Outsourcing and/or Fundraising related Programs, Projects and Activities**

- a. All Outsourcing and/or fund raising related programs, projects and activities must be approved by the Schools Division Superintendent before implementation.
- b. There should only be one (1) fundraising activity conducted in a school year.
- c. Outsourcing and/or fundraising must be detailed in an activity request duly presented to the Parent Teachers Association (PTA) and School Faculty and Employees Association (FEA) in a General Assembly for endorsement and submission to the Division Partnership Focal Person for review and recommendation for action to the Schools Division Superintendent.
- d. Proceeds from the Outsourcing and/or fundraising related programs, projects and activities shall be solely used to fund activities and projects as identified in the approved School Improvement Plan (SIP) in the current year and as specifically in the Annual Implementation Plan (AIP) of the school.
- e. Outsourcing and/or fundraising related programs, projects and activities in which the proponent is the school head, teachers or other school personnel must earn the endorsement of at least 75% of the total membership of the PTA and at least 75% of the total membership of the School FEA.
- f. All collections pertaining to the fundraising activity shall be done by the PTA in adherence to the DepEd's No Collection Policy.
- g. Outsourcing and/or fundraising related programs, projects and activities in which the proponent/s is/are PTA officials and members, the following policies must be adhered to:



- i. All PTA initiated fundraising projects must be detailed in a resolution approved by the PTA Board of Directors and accepted by at least 75% of the members in a general assembly.
  - ii. All PTA initiated fundraising projects shall have the endorsement of the School Head and at least 75% of the members of the school FEA. There shall be no case that a fundraising project initiated by the PTA is to be implemented without the endorsement of the School Head and 75% of the members of school FEA.
  - iii. Only programs and projects identified in the School Improvement Plan (SIP) of the school can be funded by the proceeds of the fundraising program.
  - iv. All collections or proceeds of the fundraising shall be deposited in a reputable banking institution as determined by the Board of Directors (DO 54 s. 2009). There shall be no case that the PTA is to implement a fundraising project or collect voluntary contributions without a bank account bearing the name of the school's PTA.
  - v. In no case that there shall be any school official or personnel be entrusted with the safekeeping and disbursement of collections made by the PTA (DO 54 s. 2009).
- h. Financial Statement Report of the Fundraising Project must be open to the public for examination. Failure to submit such financial statement report shall be a ground for the disapproval of succeeding fundraising projects.
- i. All Fundraising Projects/Activities must adhere to DSWD Memorandum Circular No. 17 s. 2014 as reiterated in the Regional Memorandum No. 81, s. 2018. Thus, all outsourcing, fundraising and other related activities must adhere to the following provisions:
- i. Any applicant who is desiring to solicit or receive contributions from the public for charitable or public welfare purposes shall first secure an authority to solicit by submitting the requirements to the concerned DSWD office (DSWD MC No. 17, s. 2014) or to the Local Government Unit (DSWD MC 2, s. 1999).
  - ii. No applicant shall be allowed to engage in solicitation activities involving unlawful means, such as any games or schemes amounting to illegal gambling pursuant to Presidential Decree No. 1602 (Prescribing Stiffer Penalties on Illegal Gambling) as well as other related laws.
  - iii. Persons or officers-in-charge of the solicitation of donations and voluntary contribution shall have absolutely no share in the proceeds to be derived therefrom and the contributions or donations from whatever source are to be acknowledged with receipts and expenditures supported by invoices or vouchers.
  - iv. Administrative cost for the fundraising activity shall be not more than 20% of the total proceeds while the remaining 80% shall be utilized entirely for the projects/programs for the targeted beneficiaries.

#### **Section 5: Duties and Responsibilities**

The duties and responsibilities of personnel in Partnership, Networking, Linkages and Outsourcing shall be reflected in the Office Commitment Review Form (OPCRF) or Individual Performance Commitment Review Form (IPCRF).

## 1. Partnership Focal Person

a. There should be one (1) Division Partnership Focal Person in the Division Office and one (1) Partnership Focal Person in the Districts and Secondary Schools in SDO Abra. Elementary Schools shall have one (1) Coordinator for Partnership and Outsourcing. For Integrated Schools, one (1) Partnership Focal Person for High School should be designated and one (1) Coordinator for Partnership and Outsourcing should be designated for Elementary.

### b. The Division Focal Person shall:

- i. review and recommend action for all Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) for Work Immersion and other related Partnership, Networking and Linkages related activities;
- ii. review and recommend action for all Deed of Donation and/or Deed of Acceptance;
- iii. review and recommend action for all Activity Request on Outsourcing and/or Fundraising Related Activities and Projects
- iv. review and accept accomplishment reports on Partnership, Networking, Linkages and Outsourcing related Programs, Projects and Activities.

### c. The Partnership Focal Person and Coordinator for Partnership and Outsourcing shall:

- i. coordinate and/or facilitate conduct of Partnership, Networking, Linkages and Outsourcing (PNLO) related Programs, Projects and Activities (PPAs) in the school and/or district.
- ii. facilitate crafting and submission of Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) for Work Immersion and other related partnership activities.
- iii. execute Deed of Donation and/or Deed of Acceptance for all forms of donation whether monetary or in-kind.
- iv. ensure compliance of Fundraising Projects (FRP) to existing rules and regulations.
- v. assist the School Heads in the implementation of Brigada Eskwela and other partnership efforts and activities;
- vi. prepare and submit accomplishment reports on Partnership, Networking, Linkages and Outsourcing related Programs, Projects and Activities.

## 2. The School Head

The School Head shall:

- a. sign in the name of the school in all Memorandum of Agreement (MOA) and/or Memorandum of Understanding (MOU) for Work Immersion and other related PNLO related activities and ensure that all provisions in the MOA /MOU are adhered to by both parties. *(All MOAs should be approved by the SDS)*
- b. sign in acceptance of all Deed of Donation and/or Deed of Acceptance for all forms of donation whether monetary or in kind.
- c. sign as Project Manager of all Outsourcing and/or Fundraising related projects and activities.
- d. sign in noted of all accomplishment reports on PNLO related PPAs.

- e. Spearhead the implementation of Brigada Eskwela and other partnership efforts and activities.
- f. supervise the work of Partnership Focal Person and Coordinator for Partnership and Outsourcing.

**3. Partnership, Networking, Linkages and Outsourcing (PNLO) related Programs, Projects and Activities (PPAs) Proponent shall:**

- a. submit activity request on PNLO related PPAs with complete attachments for approval
- b. ensure that the implementation of PNLO related PPAs is in accordance to existing rules and regulations
- c. conduct pre and post project orientation
- d. prepare and submit accomplishment report with complete attachments

**4. Parents'-Teachers' Association (PTA) shall:**

The PTA shall have the following duties and responsibilities:

- a. submit outsourcing/fundraising activity request for purposes of improving the quality of learning outcomes
- b. draft and approve PTA Resolutions on outsourcing/fundraising related activities
- c. endorse outsourcing/fundraising related activities
- d. prepare and submit accomplishment report with complete attachments

**5. School Faculty and Employees Association (FEA) shall:**

The FEA shall endorse all outsourcing/fundraising activities

**Section 6: Procedures**

- 1. Students shall not be sent for Work Immersion without an approved Memorandum of Agreement (MOA)
- 2. **Memorandum of Agreement (MOA) for Work Immersion**

Activities	Timeline
a. Identification of Work Immersion Partners	June 4 to July 30
b. Communicating Work Immersion Partnership	August 1-15
c. Drafting of Memorandum of Agreement (MOA) for Work Immersion	August 16-31
d. Finalization and Signing of the Memorandum of Agreement (MOA) for Work Immersion	September 1-30
e. Submission of the Memorandum of Agreement (MOA) for Work Immersion I triplicate properly labelled ( <i>School Copy, SDO Copy, Partner Copy</i> ) at the Division Office c/o Social Mobilization & Networking for review with the following attachments: <ul style="list-style-type: none"> <li>1. List of students with their profile along age, sex, birthday, track/strand, person to notify in case of emergency;</li> <li>2. Profile of Work Immersion Teacher along name, age, sex, contact number, subjects taught from the previous semester, qualifications as Work Immersion Teacher</li> </ul>	October 1-31

<ol style="list-style-type: none"> <li>3. Profile of Work Immersion Partner (<i>Agency, Unit, Section, Office, Company, Business Establishment, etc.</i>)</li> <li>4. Schedule of Daily Activity/ies with time (no. of hours) allocation</li> <li>5. Signed Parental Consent</li> <li>6. Schedule of Deployment (if students are to be deployed in batches)</li> <li>7. DepEd Child Protection Policy</li> </ol>	
f. Retrieval of Approved Memorandum of Agreement for Work Immersion	November
g. Submission of Post Immersion Report with the following attachments: <ol style="list-style-type: none"> <li>1. Copy of students' Daily Time Record (DTR) or logbook indicating the total number of hours spent for Work Immersion duly certified by the representative of the partners organization</li> <li>2. Photo documentation of students' hands-on experience during Work Immersion</li> <li>3. Certification of students' completion of Work Immersion by the Immersion teacher duly noted by the School Head</li> <li>4. National Certification (NC) Assessment result indicating the school passing rate (<i>if applicable</i>)</li> </ol>	March 15-30

3. Memorandum of Agreement (MOA) under the Adopt-A-School Program and/or to Support the delivery of basic education services

Activity	Responsible Persons
1. Forge Memorandum of Agreement (MOA)	School Head, Partnership Focal Person, Representative/s of partner organization
2. Submit Memorandum of Agreement to the Division Office c/o Social Mobilization & Networking	School Head, Partnership Focal Person
3. Review the provisions in the MOA	Division Partnership Focal Person
4. Endorse the MOA for implementation or revision	Schools Division Superintendent
5. Ceremonial Signing of the MOA	School Head, Partnership Focal Person, Representative/s of the Partner Organization
6. Documents	Partnership Focal Person

4. Deed of Donation and/or Deed of Acceptance

Activity	Responsible Persons
1. Express willingness to donate	Donee
2. Express willingness to accept donation	School Head, Partnership Focal Person, Teacher, Other School Personnel

3. Execute Deed of Donation and/or Deed of Acceptance and turn-over of Donations	Donee, School Head, Partnership Focal Person, Other School Personnel Involved
4. Ceremonial Signing of the Deed of Donation and/or Deed of Acceptance and turn-over Donations	Donee, School Head, Partnership Focal Person, Teacher, Other School Personnel, PTA President, FEA President
5. Entry of cash donation in the cash book and/or entry of donated equipment, fixtures, tools, etc., in the school property inventory and issuance of Memorandum Receipt (MR) to responsible school personnel	Donee, School Head, Partnership Focal Person, Teacher and Other School Personnel, Property Custodian Designate, Supply Officer

5. Outsourcing and/or Fundraising projects and other related programs and activities

Activity	Responsible Persons
a. Crafting of the Activity Request	Project/Program/Activity Proponent
b. Presentation of the Activity Request to the Parents and Teachers Association and School Faculty and Employees Association in a General Assembly	Proponent, School Head, Other School Personnel Concerned and interested individuals, Partnership Focal Person
c. Endorsement of the Activity Request by 75% of the members of the PTA and 75% of the members of the FEA in a General Assembly	Members and Officials of the PTA & FEA, School Head, Partnership Focal Person, Other school Personnel & Individuals Concerned
d. Submission of the Activity Request outlining the Name of the Activity, Rationale/Objectives/Purpose, form of outsourcing and other parts identified in the Annex of these guidelines at the Division Office with the following attachments: 1. If the proponent is the School Head, Teachers, and other school personnel, endorsement of the PTA & FEA in a General Assembly ( <i>attach attendance sheet with signature of at least 75% of the members of the PTA &amp; 75% of the members of the FEA</i> ) 2. If the Proponent is the PTA, attach PTA Resolution duly signed by the Board of Directors, endorsement of the PTA & FEA in a General Assembly ( <i>attach attendance sheet with signature of at least 75% of the members of the PTA &amp; 75% of the members of the FEA</i> ), Endorsement of the School Head 3. If it is a fundraising through popularity contest, raffle draw, solicitation and other related methods attach permit from DSWD or LGU 4. Minutes of the Meeting 5. Program of Work ( <i>If applicable</i> )	

6. Photo Documentation ( <i>general assembly, meeting, signing of PTA &amp; FEA endorsement during the general assembly</i> )	
e. Review Activity Request for action of the Schools Division Superintendent	Division Partnership Focal Person
f. Take action of the Activity Request	Schools Division Superintendent
g. Implementation of the Project/Program/Activity	Proponent, School Head, PTA, FEA and other concerned school personnel and individuals
h. Submission of Post-activity Report 15 days after the implementation of the Project/Program/Activity at the Division Office c/o Division Partnership Focal Person with the following attachments 1. Financial Report with the original receipts 2. Certificate of Project Completion executed by the proponent and school head 3. Deed of Donation and/or Deed of Acceptance ( <i>If, applicable</i> ) 4. Photo Documentation	Proponent.

**6. Non-Submission of Post-Activity Report is enough ground for the disapproval of succeeding Activity Requests**

**Section 7: Monitoring and Evaluation**

1. The Division Partnership Focal Person shall be the over-all in-charge of the monitoring the compliance of the schools and learning centers to these guidelines.
2. The School Monitoring Management and Evaluation (SMME) shall provide the necessary technical assistance in monitoring the schools' compliance to these guidelines.

**Section 8: Penalty Clause**

1. School Personnel who violate any provision of the Order shall be dealt administratively pursuant to DepEd Order No. 49, s. 2006, otherwise known as the "Revised Rules of Procedure of the Department of Education Administrative Cases".
2. Violation of the PTA with these guidelines may lead to the cancellation of their recognition as provided by the DepEd Order No. 59, s. 2009 of the Revised Guidelines Governing Parents-Teachers Association (PTAs) at the School Level.

**Section 9: References**

1. DepEd Order No. 24, s. 2016 entitled "Guidelines on Accepting Donations and on Processing Applications for the Availment of Tax Incentives by Private Donor-Partners Supporting the K to 12 Program".
2. DepEd Order No. 13, s. 2016 entitled "Implementing Guidelines on the Direct Release and Use of Maintenance and other Operating Expenses (MOOE) Allocations of Schools", including other Funds Managed by the Schools

3. DSWD Memorandum Circular No. 17, s. 2014 entitled "Revised Omnibus Rules and Regulations on Public Solicitation"
4. Regional Memorandum No. 81, s. 2018 entitled "Reiteration of DSWD Memorandum Circular No. 17, s. 2014"
5. DepEd Order No. 54, s. 2009 entitled "Revised Guidelines Covering Parents-Teachers Association (PTAs) at the School Level"
6. DepEd Order No. 30, s. 2017 entitled "Guidelines for Work Immersion"
7. DepEd Order No. 40, s. 2015 entitled "Guidelines on K to 12 Partnerships"
8. DepEd Order No. 2, s. 2013 entitled "Revised Implementing Rules and Regulations of Republic Act (RA) No. 8525 Otherwise known as the Adopt-A School Program Act"
9. DepEd Order No. 22 s. 2005 entitled "Guidelines on the Voluntary Collection of Fees from Students of Public Elementary and Secondary Schools"
10. DepEd Order No. 143, s. 2013 entitled "Reiteration of the No Collection Policy from the Parents-Teachers Association"
11. DSWD Memorandum Circular No. 2, s. 1999 entitled "Issuance of Solicitation Permit"

#### **Section 10: Effectivity**

These guidelines shall take effect immediately upon issuance