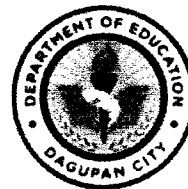




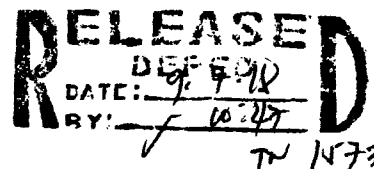
Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



DIVISION MEMORANDUM

No. 316 s. 2018

TO: Public Schools District Supervisors
Public Elementary and Secondary School Heads
School Partnership Focal Persons
All others concerned



FROM: Office of the Schools Division Superintendent

DATE: September 7, 2018

SUBJECT: MEETING OF SCHOOL PARTNERSHIP FOCAL PERSONS (SPFPs)

1. In view of DepEd Memorandum OU-LAPSS No. 335 s. 2018 re: National Orientation on Partnerships attended by our SDO personnel in Cebu, the SDO will hold a meeting of School Partnership Focal Persons (SPFPs) on **September 14, 2018 (2:00PM)** at the SGOD Office.
2. The agenda are:
 - a. Division Roll-out of DepEd Partnership Database System (DPDS)
 - b. Conduct of Partnership Orientation for School Heads and SPFPs
 - c. Partnership Updates
3. Due to the sensitive and crucial roles/functions of SPFPs, the school heads are advised to follow the ff. criteria that the SPFP must possess:
 - a. She/He must be an ICT literate (above basic)
 - b. She/He knows the ff. Microsoft office (MS Excel, Word, Powerpoint)
 - c. She/He possesses in-depth knowledge and experience on Partnerships.
 - d. The designation of the SPFPs shall not be terminated for three (3) consecutive years as indicated in the attached template.
4. The SPFP attendees are advised to bring the following during the meeting and submit to Dr. Vladimir C. Parayno, SEPS/Division Partnership Focal Person:
 - a. Designation order (see attached template)
 - b. School Nominees Form (see attached template)
 - c. Brigada report (see attached template)
5. Immediate and widest dissemination of this memorandum is desired.


DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent



Republic of the Philippines
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DAGUPAN CITY



DESIGNATION ORDER

To: _____
Teacher-Appointee

From: _____
Principal/School Head

Date: _____

Subject: School Partnership Focal Person

This is to inform you that you are designated as **School Partnership Focal Person (SPFP)** for the School Year 2018-2021.

Due to the sensitive and crucial roles/functions as SPFP, your designation shall not be terminated for three (3) consecutive years and it does not entitle to any additional remuneration.


Please be guided accordingly.

Principal/School Head

Conforme:

Teacher-Appointee

Noted:

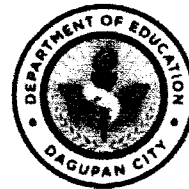

VLADIMIR C. PARAYNO, Ph.D.
SEPS-SMNU
Division Partnership Focal Person

Approved:


DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent



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School Nominees Form

**SCHOOL NOMINEES FOR CERTIFIED DEPED PARTNER AWARD
DIVISION STAKEHOLDERS' CONVERGENCE 2018**

School: _____

NAME OF SCHOOL NOMINEES (Donor/Partner)	TOTAL AMOUNT OF DONATION	Contact Number

Note: The Division Award Committee shall validate the information/data reflected above.

Guidelines:

1. The school head with the School Partnership Focal Person/SPFP shall identify/nominate the top two (2) donors of their school in terms of monetary donation (*coverage: from January to August 2018*).
2. In case the donation is in-kind, the school shall estimate the amount of donation based on the market value and be converted to monetary value.
Ex. Donor A donated ten (10) brand new desktop computers
Market value of 1 desktop computer – P30,000 x 10 = P300,000
3. The monetary donation and in-kind donation of the donor shall be added to get the total amount of donation.
4. The Division Award Committee shall rank all school nominees based on the total amount of donation.
5. This form shall be submitted on Sept 14, 2018 c/o Dr. Vladimir C. Parayno, Division ASP Coordinator/DPFP.

Prepared by:

School Partnership Focal Person

Certified Correct:

School Head/Principal

