



Department of Education
Region III
DIVISION OF ANGELES CITY
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RELEASED

MAR 29 2016

By _____
DepED - Angeles City
Division Office


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DIVISION MEMORANDUM
No. 74, s. 2016

**ANNUAL DIVISION PLANNING ORIENTATION-WORKSHOP WITH SCHOOL HEADS
AND ADOPT-A-SCHOOL/BRIGADA ESKWELA COORDINATORS**

**To: All School Heads of Elementary, Integrated and Secondary Schools
All School ASP/BE Coordinators**

1. Please be informed that the **Annual Division Planning Orientation-workshop** with the school heads and Adopt-a-School/Brigada Eskwela Coordinators will be on April 19, 2016 at the Gabaldon Building at 9 AM.
2. The orientation-workshop aims to:
 - a. Strengthen awareness of Adopt-a-School (ASP) Program coordinators regarding guidelines on accepting donations and processing applications for the availment of tax incentives by donor partners supporting the Senior High School Program, and the Revised criteria for 2016 Best Brigada Eskwela Implementing Schools;
 - b. Prepare the ASP coordinators for the conduct of the 2016 Brigada Eskwela activities; and
 - c. Improve the report on resource-generation submitted by the school ASP coordinators through compliance to given standards and templates.
3. The participants to this activity are the school heads and ASP/BE coordinators.
4. Expenses of the participants amounting to P250.00 per participant shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.


LEILANI S. CUNANAN, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent