



SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division

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SGOD Office (035) 225 - 6180

April 21, 2016

TRAVEL ORDER

NO. 176, s. 2016

TO : **MS. KARLA C. PANESA**

OFFICE : *Social Mobilization and Networking, SGOD, Division of Negros Oriental*

PURPOSE : *To attend the Capacity Building for Division Social Mobilization and Networking Coordinators for Adopt-a-School, Senior High School, and Last Mile Programs*

DATE OF TRAVEL : *April 25-29, 2016 (see attached schedule)*

VENUE/PLACE : *DepEd ECOTECH Center, Sudlon, Lahug, Cebu City*

ALLOWED/CHARGED TO: *(Division MOOE funds subject to the usual accounting and auditing rules and regulations)*

 X : *Registration/Transportation and other incidental expenses*
 : *Transportation*
 : *Per Diems*
 : *On official time/business*
 : *Transportation/per diem & other incidental expenses*

LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge

04/21/16

SGOD
LTC/tp

22 APR 2016





REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepED Complex, Meralco Ave., Pasig City

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary
Partnerships and External Linkages

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MEMORANDUM

PC: 4/20/16
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To : All Regional Directors
All Schools Division Superintendents
All Regional and Division Social Mobilization and Networking
Coordinators

Date : April 18, 2016

Subject : Capacity Building for Division Social Mobilization and Networking
Coordinators for Adopt-a-School, Senior High School, and Last Mile
Programs

This office and the External Partnerships Service (EPS) through the Private Sector Partnerships Unit / Adopt-a-School Program (ASP) Secretariat will conduct a planning and capacity building on partnerships for the Division Social Mobilization and Networking Coordinators for ASP (ASP Coordinators) on the implementation of activities of ASP, Senior High School (SHS), and last mile efforts (LMEs) on the following dates and venue:

Cluster	Date/Venue	Check-in Time/Date by Facilitators & Resource Speakers	Check-in Time/Date by Participants	Check- out Time/ Date	Target Participants
Cluster 1	April 24-29, 2016 DepEd Ecotech Center, Cebu City	April 24 2:00pm	April 25 10:00 am	April 29 5:00 pm	Division Coordinators from Regions V, VI, VII, VIII, and NIR✓
Cluster 2	May 1-6, 2016 Tagaytay International Convention Center	May 1 2:00pm	May 2 10:00 am	May 6 5:00 pm	Division Coordinators from Regions I, II, III, IVA, IVB, and CAR
Cluster 3	May 15-20, 2016 (To be Announced)	May 15 2:00pm	May 16 10:00 am	May 20 5:00 pm	Division Coordinators from Regions IX, X, XI, XII, NCR, and CARAGA

At the end of the workshop, the participant should be able to:

1. Utilize available tools, cascade information and provide technical assistance to the school heads.
2. Conduct data gathering to develop a system to build, manage, sustain, and monitor relevant partnerships for DepEd program needs.
3. Agree on platforms on where they can exchange best practices and lessons learned
4. Understand the guidelines in accepting donations and process applications to avail of the tax incentives by the private companies supporting the DepEd programs.

Enclosed is the program of activities for your advance reference.

All participants are expected to bring copies of the pre-work on the following:

- Division's Work and Financial Plan for ASP
- Liquidation Report based on utilized 2015 ASP budget
- Data on Last Mile Programs (as applicable)
 - Abot Alam - (1) completed 2014 fund utilization report as of December 31, 2015; (2) mapped out-of-school youth but not yet enrolled in ALS; and (3) sample completed Abot Alam OSY registration form
 - Pedals and Paddles - list of schools with number of school children in need of bicycles and boats
 - Kariton Klasrum (if available)) - number of out-of-school children and youth, drop-outs, and street children (if any) ages five (5) to fourteen (14) years old
 - LightEd PH / One Child One Lamp Campaign - list of unenergized schools with number of students as well as the number of students without electricity in their respective homes
- Filled out forms as identified in the DepEd Order 40, s.2015

Travel expenses of participants from the region and division offices shall be charged to local funds while the expenses of those from the Central Office shall be charged to ASP and OUPEL funds subject to the usual accounting and auditing rules and regulations.

Participants are advised to register prior to the actual schedule of the activities. Attached is a copy of the pre-registration form to be accomplished and submitted to the EPS-ASP Secretariat via email at privatesectorpartnership@gmail.com.

For queries, participants may contact the EPS-ASP Secretariat at telephone numbers (02) 638-8637 or 39.

Immediate dissemination of this Memorandum is desired.

Thank you.



MARIO A. DERIQUITO

Undersecretary for Partnerships and External Linkages

**Planning and Capacity Building for Division Social Mobilization and Networking Coordinators
for Adopt-A-School, Senior High School, and Last Mile Efforts Programs**

PROGRAM FLOW

OBJECTIVES	ACTIVITIES	TIME	OUTPUT
DAY 0			
	Arrival of Facilitators	2:00PM	
<ul style="list-style-type: none"> Ensure alignment of activities Orient DepEd resource persons and facilitators with YGOAL activities 	Run-through of Training with DepEd Facilitators YGOAL will run through the program design with DepEd facilitators. This will ensure alignment on activities, clarification of concepts and sharing of experiences <ul style="list-style-type: none"> Introduction to YGOAL Role of a Facilitator Experiential Learning Basic Facilitation Program Design Assignment of Roles Open Forum	3:00 – 5:00PM 2hrs	
	Dinner	6:00 – 7:00pm	
DAY 1			
	Arrival of Participants Billeting and Registration	10:00–12:00nn 2hrs	
	Lunch	12:00–1:00pm	
	Opening Ceremonies	1:00 – 1:30pm 30 mins	
	Workshop Objectives	1:30 – 1:40pm 10 mins	
	Welcome Message	1:40 – 1:45pm 5 mins	
	Keynote Speech	1:45 – 2:00pm 15mins	
<ul style="list-style-type: none"> Describe each DepEd program; rationale and process Develop an alignment of understanding the DepEd programs 	Session 1: ORIENTATION ON DEPED PROGRAMS		
	Partnership-Building Process (Research-Monitoring)	2:00 – 2:30pm 30mins	
	Adopt-A-School Program	2:30 – 2:40pm 10mins	
	Senior High School	2:40 – 2:50pm 10mins	

	Last Mile Effort	2:50 – 3:00pm 10mins	
<ul style="list-style-type: none"> Share the accomplishment and challenges of each DepEd in implementing the programs Identify areas of needs 	Session 2: WORLD CAFÉ: Review of DepEd Programs	3:00 – 5:00pm 2hrs	Participants will identify the following: <ul style="list-style-type: none"> Areas of needs and improvement New ideas of partnership
	Assignment of persons who will do the recap on the following day		
	Dinner	6:00 – 7:00pm 1 hr	
DAY 2			
	Breakfast Registration	6:00 – 7:00am 1 hr	
	Preliminaries Prayer and Energizer	8:00 – 8:15am 7mins	
	Recap	8mins	
	Intro activity for Session 3: If a picture paints a thousand words	8:15 – 9:00am 45mins	
Enhance capability of participants to perform technical assistance to the schools in developing and managing partnerships.	Session 3: Discussion on the needs assessment tools use for ASP, SHS and LME		
	Tool 1: Last Mile Effort tools	9:00 – 10:00am 1hr	Filled out LME tools
	Tool 2: K to 12 Partnership Tools (IA, EA, QA, Meeting Guide, M&E)	10:00 – 12:00nn 2hrs Continuation 1:00 – 3:00pm 2hrs	Filled out K to 12 Partnership tools <ul style="list-style-type: none"> Needs, resource gaps, and potential partners are identified
	Lunch	12:00 – 1:00pm 1hr	
	Intro activity for Session 4 Barter	3:00 – 3:30pm 45mins	
<ul style="list-style-type: none"> Learn various strategies on how to address resource gaps 	Session 4: Panel Discussion on Addressing Resource Gaps	3:30 – 5:30pm 2hrs	Documentation of the session / Synthesis of experience and learning

	Dinner	6:00 – 7:00pm 1 hr	
DAY 3			
	Breakfast Registration	6:00 – 7:00am 1 hr	
	Preliminaries Prayer, Energizer	8:00 – 8:15am 7mins	
	Recap	8mins	
	Intro activity (as a review on managing stakeholders)	8:15 – 8:45am 30mins	
	Matchstick Challenge		
<ul style="list-style-type: none"> Identify available support fund for ASP Clarify queries on the submission and other concerns regarding liquidation reports 	Session 7: Guidelines on the utilization of the support fund for adopt-a-school program and in the submission of liquidation reports	8:45-10:00am 1hr 15mins	
<ul style="list-style-type: none"> Review the division work and financial plan Develop the division financial plan 	Break out session per Region for Session 7 Revision on Division Work and Financial Plan for Division Adopt-a-School Program	10:00 – 11:00am 1hr	Work and Financial plan
	Reporting and Presentation Presentation of 2016 ASP Division Work and Financial Plan/ Budget Proposal ; Liquidation Report on 2015 Downloaded Funds	11:00 – 12:00pm 1hr	
	LUNCH	12:00-1:00pm	
<ul style="list-style-type: none"> Discuss guidelines on donation and processing of application for tax incentives Clarify queries regarding the guidelines 	Session 7 Guidelines on accepting donations and processing application for the availment of tax incentives by partners supporting the Senior High School Program	1:00 – 2:00pm 1 hr	
<ul style="list-style-type: none"> Clarify issues on granting certification and endorsement to ASP Partners Resolve issues on ASP through agreed action points 	Discussion Resolving Issues Arising from Granting of Certification/Endorsement to Adopt-a-School Partners on Tax Incentives Availment		
<ul style="list-style-type: none"> Discuss RA 8525 Generate ideas on 	Break out Session per Region Group discussion on how to	2:00-3:00pm Working Break	

donations	generate donations using the tax incentive feature of RA 8525		
<ul style="list-style-type: none"> Discuss the revised templates Clarify changes in the templates 	Presentation Presentation of Revised Templates on Reporting Generated Resources arising from Private Sector Partnerships and BrigadaEskwela; Submission Schedule of Reports		
	2016 BrigadaEskwela: <ul style="list-style-type: none"> Implementation Accomplishment Reporting System Selection Criteria for best schools Calendar 		
<ul style="list-style-type: none"> Facilitate the creation of a communication plan for LMEs and SHS for the year 	Preparation of Communication Plan	3:00-5:00pm	Actual Communication Plan
	Dinner		
DAY 4			
	Breakfast Registration	6:00 – 7:00am	
<ul style="list-style-type: none"> Build an environment of fun and learning Create an atmosphere of participation 	GTKY and de-inibitizer activities Challenge by Choice	8:00 – 9:00am 1 hr	
<ul style="list-style-type: none"> Recognize conditions that would promote participation, interaction and learning Promote an enabling environment Identify attributes of a high performing team 	Outdoor Activities and Problem Initiatives	9:00 – 11:00am 2hrs	Identification of a characteristic of a High Performing Team
	Lunch Break	11:00 – 12:00pm	
<ul style="list-style-type: none"> Appreciate the importance of reflection and journaling 	Reflection and Journaling	12:00 – 1:00pm 1 hr	

• Experience meditation and introspection			
• Promote working with other teams • Introduce the concept of win-win	Collaboration Activities	1:00 – 2:00pm 1 hr	
• Crafting a vision for continuity • Committing to growth, passion and authentic service	Visioning and Commitment	2:00 – 3:00pm 1 hr	Vision Statement and commitment per group
	Timeline and Next Steps	3:00 – 4:00pm	
	Snacks	4:00-4:15pm	
	Home Sweet Home	4:15pm	