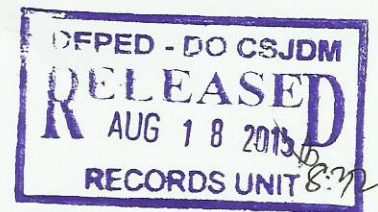




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte

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TEA

August 17, 2015

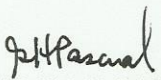
**DIVISION MEMORANDUM**

No. 142, s. 2015

To: Public Schools District Supervisors  
Public Elementary and Secondary School Heads

**2015 DIVISION CAPACITY BUILDING SEMINAR- WORKSHOPS  
FOR ADOPT- A- SCHOOL PROGRAM COORDINATORS**

1. Per DepEd Memorandum No. 78, s. 2015, this Division announces the conduct of **2015 DIVISION CAPACITY BUILDING SEMINAR-WORKSHOPS FOR ADOPT-A-SCHOOL PROGRAM COORDINATORS** on **Friday September 04, 2015** from 8:00 A.M. to 5:00 P.M. at the Division Library Hub.
2. This activity aims to:
  - a. revisit the roles and responsibilities of ASP Coordinators;
  - b. strengthen the ASP coordinators in building partnerships for K to 12 SHS for their respective schools; and
  - c. discuss salient features of Revenue Regulations on the Implementation of Tax Incentive Provisions of the ASP Act of 1998 and its requirements for application on the Tax Incentive Entitlement of donors.
3. Participants to this activity are the Adopt-A-School Program ( ASP ) Coordinators from the public elementary and secondary schools in the division.
4. Enclosure No. 1 contains The Program of Activities.
5. Expenses relative to the Seminar- Workshop shall be charged to SEF subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

  
**GERMELINA H. PASCUAL**  
Schools Division Superintendent *gr*

**PROGRAM OF ACTIVITIES**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>
7 : 45 – 8 : 00	Registration	<b>CHRISTINE NELYN C. ROSARIO</b> Secretary - ASP Federation
8 : 00 – 8 : 30	Prayer	<b>JESUSA CAMANGON</b> Treasurer – ASP Federation
	Lupang Hinirang	<b>EDNA G. VELOSO</b> PIO – ASP Federation
	Roll Call of Participants	<b>IRNA D. MEJIA</b> President – ASP Federation
	House Rules	<b>LILIA A. CRUZ</b> Vice- President – Asp Federation
8 : 30 – 9 : 00	Welcome Remarks	<b>BERNADETTE B. ROSAROSO</b> EPS- SGOD
	Inspirational Message	<b>GERMELINA H. PASCUAL</b> Schools Division Superintendent
9 : 00 – 10 : 00	Overview of the Adopt-A-School Program	<b>MARY ANN M. NEIRA</b> SEPS- SMN
	Revisiting the Roles and Responsibilities of ASP Coordinators	
10 : 00 – 12 : 00	DepEd's Last Mile Efforts	<b>CONRADO O. ABRAHAM</b> EPS II - SMN
12 : 00 – 1 : 00	<b>LUNCH BREAK</b>	
1 : 00 – 2 : 00	Building Partnerships	<b>MARY ANN M. NEIRA</b> SEPS- SMN
2 : 00 – 3 : 00	Implementing the Tax Incentives Provisions of RA No. 8525 known as ASP OF 1998	<b>CONRADO O. ABRAHAM</b> EPS II – SMN
3 : 00 – 3 : 30	Guidelines on Recording of Donations	<b>MARY ANN M. NEIRA</b> SEPS- SMN
3 : 30 – 4 : 30	Workshops	<b>CONRADO O. ABRAHAM</b> EPS II - SMN
4 : 30 – 5 : 00	Distribution of Certificates	