



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

02 January 2024

DIVISION MEMORANDUM
 SGD-2024-001

**DEPED PARTNERSHIPS DATABASE SYSTEM AND DEPED DIVISION OF
 LUCENA CITY SGOD-UIS DATABASE SYSTEM MONITORING, VALIDATION
 AND PROVISION OF TECHNICAL ASSISTANCE TO SCHOOLS**

TO : OIC – Asst. Schools Division Superintendent
 Chief Education Supervisors – SGOD & CID
 Unit Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to Memorandum-OU-LAPP No. 645, s. 2019, use of DepEd Partnerships Database System (DPDS) and School Governance and Operations (SGOD) Unified Integrated System (UIS) in reporting partnership engagements, SDO Lucena through the Schools Governance and Operations Division (SGOD) Social Mobilization and Networking section will conduct DPDS/SGOD-UIS Monitoring, Validation and Provision of Technical Assistance to Public Elementary and Secondary Schools in the Division of Lucena City.
2. The objectives of the said activity are to:
 - a. ensure that schools capture data or information on all partnership initiatives and engagements in the school level;
 - b. monitor/validate the consolidation and reporting system in the partnerships database.deped.gov.ph monthly; and
 - c. provide technical assistance to strategically address resource gaps and harmonization of various forms of assistance for more partnership initiatives and linkages.
3. The schedule of the activities is as follows:



SCHEDULE	DISTRICTS	IN-CHARGE
Year-Round	North District & West District	LAIZA P. VILLAMATER EPS-II, SMN
	East District, South District & High School Level	BELEN M. ANDAL SEPS-SMN



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City
 Telephone Nos.: (042) 421-4161/421-4162/421-5137
 Email Address: lucena.city@deped.gov.ph
 FB Account: DepEd Tayo Lucena City
 Website: depedlucena.com

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4. Changes in schedule due to valid reasons may be agreed upon by the school personnel and the person in-charge. Likewise, changes in person in-charge may be decided in the Division Office due to valid reasons.
5. Presence of School Heads and Adopt-A- School Coordinators / Focal persons is advised during the monitoring and provision of technical assistance (online or face to face once applicable). Attached are DPDS Monitoring Tool, SMN Services Request Form, and Technical Assistance Report that will serve as guide for documents and evidence to be prepared prior to the monitoring.
6. Request for face-to-face technical assistance shall be hand carried to the SGOD Office whereas online technical assistance may be sent at sgod.lucena@deped.gov.ph for proper scheduling.
7. For clarifications and concerns, you may contact Belen M. Andal or Dr. Laiza P. Villamater, SEPS/EPS-II, SMN at telephone number 785-02-47.
8. Immediate dissemination of this Memorandum is desired.


SUSAN D. ORIBIANA, CESO V
Schools Division Superintendent 

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DEPED PARTNERSHIPS DATABASE SYSTEM MONITORING TOOL

Name of School: _____
 School District: _____

School Head: _____
 Date of Monitoring: _____

	OUTPUT/S MOV/S	EVIDENT	NOT EVIDENT	REMARKS
List of Stakeholders	List of Partners (Old and New Ones)			
	Month/s / Year/s of Partnership			
	Partner Type			
	Contact Details			
Partners' Contributions	Contribution Type			
	Unit of Contribution			
	Quantity Contributed			
	Actual Amount / Value of Contribution (in Pesos)			
Form of Agreement	No. of Beneficiary Learners			
	No. of Beneficiary Personnel			
	MOA			
	MOU			
	DOD			
	Usufruct			
	Acknowledgement Receipt			
	No Signed Agreement			
	Others (specify in remarks)			

COMMENT/S:

SUGGESTION/S:

Monitoring Official:

Conforme:

(Signature Over Printed Name/Designation) (Signature Over Printed Name/Designation)



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SOCIAL MOBILIZATION AND NETWORKING SERVICES REQUEST FORM

Reference Number		Date and Time Requested	
Name of requesting party			
Contact No. (if any)		Email (if any)	
Service Requested			
Provision of Technical Assistance		<input type="checkbox"/> Advisory Request Date requested: _____	
<input type="checkbox"/> Brigada Eskwela		<input type="checkbox"/> Endorsement Date requested: _____	
<input type="checkbox"/> Adopt-A-School Program			
<input type="checkbox"/> Letters, Notices, Memos			
<input type="checkbox"/> Partnership and Linkages			
<input type="checkbox"/> Donations			
<input type="checkbox"/> Others: _____		Service received by _____	
Service provided by		Date and Time received	



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TECHNICAL ASSISTANCE REPORT

DATE	TIME	UNIT / SCHOOL	ISSUES AND CONCERNS	FINDINGS	ACTION TAKEN
AGREEMENT					

Prepared by:

Signature Over Printed Name
Designation

Noted:

Signature Over Printed Name
Designation



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