

## 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



- 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.
- 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.
- 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 DL. ORIBIANA, CESO V Schools Division Superintendent

BMA/001

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## Department of Education

# **SCHOOLS DIVISION OF LUCENA CITY**

#### DEPED PARTNERSHIPS DATABASE SYSTEM MONITORING TOOL

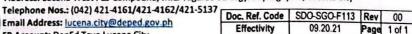
ame of School:		School Head:			
	Date of Mon	itoring:			
OUTPUT/S MOV/S	EVIDENT	NOT EVIDENT	REMARKS		
List of Partners (Old and					
		-			
No of Beneficiary					
A CONTRACTOR OF THE CONTRACTOR					
Others (specify in					
7	Conforme:				
ed Name/Designation) (Signation)	ature Over Pr	inted Name/D	esignation)		
	OUTPUT/S MOV/S  List of Partners (Old and New Ones)  Month/s / Year/s of Partnership Partner Type Contact Details Contribution Type Unit of Contribution Quantity Contributed Actual Amount / Value of Contribution (in Pesos) No. of Beneficiary Learners No. of Beneficiary Personnel MOA MOU DOD Usufruct Acknowledgement Receipt No Signed Agreement Others (specify in remarks)	OUTPUT/S MOV/S  List of Partners (Old and New Ones)  Month/s / Year/s of Partnership Partner Type Contact Details Contribution Type Unit of Contribution Quantity Contributed Actual Amount / Value of Contribution (in Pesos) No. of Beneficiary Learners No. of Beneficiary Personnel MOA MOU DOD Usufruct Acknowledgement Receipt No Signed Agreement Others (specify in remarks)  Conforme:	OUTPUT/S MOV/S  List of Partners (Old and New Ones)  Month/s / Year/s of Partnership  Partner Type Contact Details Contribution Type Unit of Contribution Quantity Contributed Actual Amount / Value of Contribution (in Pesos) No. of Beneficiary Learners No. of Beneficiary Personnel  MOA  MOU  DOD  Usufruct Acknowledgement Receipt No Signed Agreement Others (specify in remarks)		







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# SCHOOLS DIVISION OF LUCENA CITY

## 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 Assis  □BrigadaEskwela  □Adopt-A-School Program  □Letters, Notices, Memos  □Partnership and Linkages	tance	□Advisory Request  Date requested: □Endorsement Date requested:							
□Donations □ Others:		Service received by							
Service provided by		Date and Time received							







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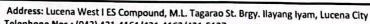
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

### TECHNICAL ASSISTANCE REPORT

DATE	TIME	UNIT / SCHOOL	ISSUES AND CONCERNS	FINDINGS	ACTION TAKEN
AGREEMEN	T				
AGREEMEN	1				
Prepared by:					
	er Printed Na mation	me			
			Noted:		
			-		
			Signatur	e Over Printed Designation	Name







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