DIVISION MEMORANDUM
No. 093, s. 2014

ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT

To: Education Supervisors/Division Subject Area Coordinators
Public Schools District Supervisors/Coordinating Principals
Public and Private Secondary School Principals/ Head Teachers and TICs

1. This office requires the accomplishment and submission of Adopt-A-School Program Quarterly Reports on the following scheduled dates:

   First Quarter       - March 31, 2014
   Second Quarter     - June 30, 2014
   Third Quarter      - September 30, 2014
   Fourth Quarter     - October 29, 2014

2. Attached are the forms for your information and guidance.

3. For further inquiries, kindly contact Mr. Felix C. Galacio, Jr., ASP Division Coordinator, DepEd, Division of Bohol via Mobile No. 09399028100.

4. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS, Ph.D
OIC-Schools Division Superintendent
ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT  
As of March 31, 2014

<table>
<thead>
<tr>
<th>DONATIONS</th>
<th>PARTICULARS</th>
<th>QTY.</th>
<th>AMOUNT</th>
<th>DONOR</th>
<th>DATE COMPLETED/TURN-OVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Classroom</td>
<td>-New Classroom</td>
<td>2 Classroom</td>
<td></td>
<td>-ABC Corporation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Rehabilitation/Repair</td>
<td></td>
<td></td>
<td>-DEF Enterprises</td>
<td></td>
</tr>
<tr>
<td>2. Furniture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Toilet &amp; Wash Facilities</td>
<td>Toilet bowl cleaner</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4. Maintenance</td>
<td>Construction materials</td>
<td></td>
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<tr>
<td></td>
<td>Paints</td>
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<tr>
<td>5. Real State</td>
<td>Land</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Please attach the following documents:
1. Deed of Donation
2. Deed of acceptance
3. Pictures/Receipts (Xerox) Prepared by:

______________________________
School Head/Principal
ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT  
As of March 31, 2014

School: _______________________________ 
Address: ______________________________ 
School ID: ______________________________ 
Contact Nos.: ________________ Email Address: __________________

<table>
<thead>
<tr>
<th>LEARNING SUPPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DONATIONS</strong></td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>1. Audio Visual Educational Materials</td>
</tr>
<tr>
<td>2. School Supplies</td>
</tr>
<tr>
<td>3. Educational Film/Libraries</td>
</tr>
<tr>
<td>4. Others (Pls. Specify)</td>
</tr>
</tbody>
</table>

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Prepared by: ________________________________  
School Head/Principal
Form 3

ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT
As of March 31, 2014

School: _______________________________ Address: ______________________________
School ID: ______________________________
Contact Nos.: ________________ Email Address: __________________

TECHNOLOGY SUPPORT

<table>
<thead>
<tr>
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<th>PARTICULARS</th>
<th>QTY.</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Computer</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Electronic Learning Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Internet Connectivity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Others (Pls. Specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
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School Head/Principal
ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT  
As of March 31, 2014

School: _______________________________ Address: ______________________________ School ID: _____________________________ Contact Nos.: ________________ Email Address: __________________

### HEALTH AND NUTRITION

<table>
<thead>
<tr>
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<th>PARTICULARS</th>
<th>QTY.</th>
<th>AMOUNT</th>
<th>DONOR</th>
<th>DATE COMPLETED/TURN-OVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Feeding Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Medical/Dental Mission/Check-ups</td>
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<tr>
<td>3. Deworming Intervention</td>
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<tr>
<td>4. Health Supplies</td>
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<tr>
<td>5. Others (Pls. Specify)</td>
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</tr>
</tbody>
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Prepared by:  
__________________________________________  
School Head/Principal
# ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT

As of March 31, 2014

School: _______________________________ Address: ______________________________
School ID: ______________________________
Contact Nos.: ________________ Email Address: __________________

## READING PROGRAM

<table>
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<tr>
<th>DONATIONS</th>
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<th>DATE COMPLETED/TURN-OVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Books</td>
<td></td>
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<tr>
<td>2. Supplementary Reading Materials</td>
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<tr>
<td>3. Others (Pls. Specify)</td>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Teachers/Principal’s Training</td>
<td></td>
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<tr>
<td>2. Students/Pupils Training Field Trip</td>
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<tr>
<td>3. Others (Pls. Specify)</td>
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# ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT

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## DIRECT ASSISTANCE

<table>
<thead>
<tr>
<th>DONATIONS</th>
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<th>DONOR</th>
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<tbody>
<tr>
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<td></td>
<td>PRIVATE SECTOR</td>
</tr>
<tr>
<td>1. Stipend</td>
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<tr>
<td>2. Others (Pls. Specify)</td>
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ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT
As of March 31, 2014

School: _______________________________
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ASSISTIVE LEARNING DEVICES FOR PUPIL/STUDENT WITH SPECIAL NEEDS

<table>
<thead>
<tr>
<th>DONATIONS</th>
<th>PARTICULARS</th>
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<th>AMOUNT</th>
<th>DONOR</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Pencil Grips</td>
<td></td>
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<td>2. Special Chairs</td>
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<td>3. Spelling Check Devices</td>
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<td>4. Hearing Aides</td>
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<td>5. Talking Computers</td>
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<td>6. Specialized Keyboards</td>
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<td>7. Braille (Books)</td>
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<tr>
<td>8. Computerized Systems</td>
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<tr>
<td>9. Others (Pls. Specify)</td>
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1. Deed of Donation
2. Deed of acceptance
3. Pictures/Receipts

Prepared by:

____________________________
School Head/Principal
DEED OF DONATION

KNOW ALL MEN BY THESE PRESENTS:

This Deed of Donation made and executed by the (Name of Company) herein represented by its (Title of the Representative) (Name of the Representative) with office address at _____________________, hereinafter called the DONOR

-In favor of-

(Name of School) herein represented by its School Principal , with office address at (Address of the School) hereinafter called the DONEE.

WITNESSETH

That for and in consideration of a desire to contribute a share for the cause of the education of Filipino learners through Adopt-A-School Program of the Department of Education, the DONOR has freely and voluntarily given, transferred and covered by way of donation to the DONEE, its successors and assigns free and clear of any and all liens and encumbrances whatsoever all its rights, interest and title on: (Title of Donation) __________________________

Details of the Donation __________________________

School & Address __________________________

With a total amount of Php ___________________.

IN WITNESS WHEREOF, the DONOR has hereto subscribed herself/himself this ____ day of ____________, 2014.

________________________________________

DONOR

DEED OF ACCEPTANCE

The DONEE, for and in behalf of the school, hereby accepts and acknowledges the donation from the (DONOR), and expresses his/her most sincere appreciation for the benevolence shown by the DONOR.

IN WITNESS WHEREOF, the DONEE has set his/her hands this ____ day of ____________, 2014.

________________________________________

DONEE (School Principal)

Name of School & Address

SIGNED IN THE PRESENCE OF:

(Signature over Printed Name) (Signature over Printed Name)

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES

___________ ) ss.

BEFORE ME this (date), personally appeared to me with

________________________ CTC # ____________ Issued on/at __________________________

________________________ CTC # ____________ Issued on/at __________________________

Known to me and known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is free and voluntary act and deed, including that of the entities that they represent.

This instrument refers to a Deed of Donation and Certificate of Acceptance that consist of 1 page, including this, whereon this acknowledgement is written, and which is signed by the parties concerned on each and every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

Doc. No. ______________

Page No. ______________

Book No. ______________

Series Of _____________

NOTARY PUBLIC