



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF BOHOL**  
City of Tagbilaran

March 11, 2014

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

**Form 1****ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT**

As of March 31, 2014

School: \_\_\_\_\_

Address: \_\_\_\_\_

School ID: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**LEARNING ENVIRONMENT**

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. Classroom -New Classroom -Rehabilitation/Repair	2 Classroom			-ABC Corporation -DEF Enterprises		
2. Furniture						
3. Toilet & Wash Facilities	Toilet bowl cleaner					
4. Maintenance	Construction materials Paints					
5. Real State	Land					
6. Others (Pls. Specify)	Construction of concrete fence					
<b>TOTAL</b>						

Please attach the following documents:

1. Deed of Donation
2. Deed of acceptance
3. Pictures/Receipts (Xerox) Prepared by:

\_\_\_\_\_

School Head/Principal

**Form 2****ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT**

As of March 31, 2014

School: \_\_\_\_\_

Address: \_\_\_\_\_

School ID: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**LEARNING SUPPORT**

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. Audio Visual Educational Materials						
2. School Supplies						
3. Educational Film/Libraries						
4. Others (Pls. Specify)						

Please attach the following documents:

1. Deed of Donation
2. Deed of acceptance
3. Pictures/Receipts (Xerox)

Prepared by:

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 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**

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. Computer						
2. Electronic Learning Materials						
3. Internet Connectivity						
4. Others (Pls. Specify)						

Please attach the following documents:

1. Deed of Donation
2. Deed of acceptance
3. Pictures/Receipts (Xerox)

Prepared by:

 \_\_\_\_\_  
 School Head/Principal

**Form 4****ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT**

As of March 31, 2014

School: \_\_\_\_\_

Address: \_\_\_\_\_

School ID: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**HEALTH AND NUTRITION**

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. Feeding Program						
2. Medical/Dental Mission/Check-ups						
3. Deworming Intervention						
4. Health Supplies						
5. Others (Pls. Specify)						

Please attach the following documents:

1. Deed of Donation
2. Deed of acceptance
3. Pictures/Receipts (Xerox)

Prepared by:

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 School Head/Principal

**Form 5****ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT**

As of March 31, 2014

School: \_\_\_\_\_

Address: \_\_\_\_\_

School ID: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**READING PROGRAM**

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. Books						
2. Supplementary Reading Materials						
3. Others (Pls. Specify)						

Please attach the following documents:

1. Deed of Donation
2. Deed of acceptance
3. Pictures/Receipts (Xerox)

Prepared by:

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 School Head/Principal

**Form 6****ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT**

As of March 31, 2014

School: \_\_\_\_\_

Address: \_\_\_\_\_

School ID: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**TRAINING AND DEVELOPMENT**

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. Teachers/Principal's Training						
2. Students/Pupils Training Field Trip						
3. Others (Pls. Specify)						

Please attach the following documents:

1. Deed of Donation
2. Deed of acceptance
3. Pictures/Receipts (Xerox)

Prepared by:

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 School Head/Principal

**Form 7**

**ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT**

As of March 31, 2014

School: \_\_\_\_\_

Address: \_\_\_\_\_

School ID: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DIRECT ASSISTANCE**

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. Stipend						
2. Others (Pls. Specify)						

Please attach the following documents:

1. Deed of Donation
2. Deed of acceptance
3. Pictures/Receipts (Xerox)

Prepared by:

\_\_\_\_\_  
School Head/Principal

**Form 8**

**ADOPT-A-SCHOOL PROGRAM QUARTERLY REPORT**

As of March 31, 2014

School: \_\_\_\_\_

Address: \_\_\_\_\_

School ID: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**ASSISTIVE LEARNING DEVICES FOR PUPIL/STUDENT WITH SPECIAL NEEDS**

DONATIONS	PARTICULARS	QTY.	AMOUNT	DONOR		DATE COMPLETED/ TURN-OVER
				PRIVATE SECTOR	LGU	
1. Pencil Grips						
2. Special Chairs						
3. Spelling Check Devices						
4. Hearing Aides						
5. Talking Computers						
6. Specialized Keyboards						
7. Braille (Books)						
8. Computerized Systems						
9. Others (Pls. Specify)						

Please attach the following documents:

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 ,(Name of 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