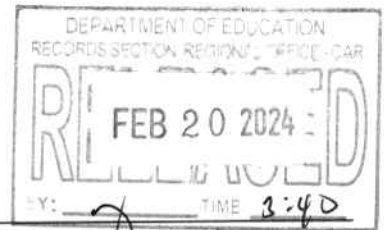




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



20 February 2024

REGIONAL MEMORANDUM

No. 102.2024

**SUBMISSION OF 2023 ACCOMPLISHMENT REPORTS ON THE
IMPLEMENTATION OF ADOPT-A- SCHOOL PROGRAM
AND LOCAL STAKEHOLDERS' CONVERGENCE**

To: Assistant Regional Director
Schools Division Superintendents
Division Partnership Focal Persons
All Others Concerned

1. In reference to OUOPS No. 2023-06-6584, "Guidelines on the Release, Utilization, Monitoring and Reporting of Programs Support Funds for Building Partnership and Linkages Program (PSF -BPLP) for Fiscal Year 2023", the Department of Education-Cordillera Administrative Region (DepEd-CAR) through the Education Support Services Division (ESSD) would like to follow up the submission of the following reports:

- a. Activity Completion Report- this report shall include the activity objective, program flow, agreement, photo documentation and other essential information about the activities on Adopt-A-School Program and Local Stakeholder Convergence.
- b. Physical and Financial Accomplishment Report on 2023 Local Stakeholder Convergence (Refer to Annex A).
- c. Physical and Financial Activity Report on 2023 Adopt-A School Program (Refer to Annex B).
- d. WFP for 2024 BPLP-Fund of Two Hundred Thousand Pesos (Php 200,000.00). One Hundred Thousand Pesos (Php100,000.00) for Adopt A-School Program and One Hundred Thousand Pesos (Php100,000.00) for Local Stakeholders Convergence (Refer to Annex C).

2. The submission of the required reports and the result of the ESSD evaluation on the utilization of funds are prerequisites for the downloading of PSF for this year. The submission of reports is on or before **February 28, 2024**. A soft copy of the templates will be sent to your messenger.

3. For inquiries or concerns, please contact Georgina C. Ducayso (ESSD-Chief) or May Claire A. Jimenez (PDO IV) of the Education Support Services Division (ESSD) through 09178592657 or email address: car.essd@deped.gov.ph.

4. Immediate dissemination of and strict compliance with this Memorandum is desired.

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV / Regional Director

ESSD/GCD/maj/Submission of 2023 ASP & LSC report
February 20, 2024



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DepEd Tayo Cordillera



<https://depedcar.ph>

Annex A

**PROGRAM SUPPORT FUNDS FOR PARTNERSHIP BUILDING AND LINKAGES
PHYSICAL AND FINANCIAL ACCOMPLISHMENT
FY 2023 PSF-BPLP-LOCAL STAKEHOLDERS CONVERGENCE**

Region: _____
Division: _____

Amount of Support Fund Received: _____
Check No.: _____
Date: _____

Amount Utilized: _____
Amount Liquidated: _____

PROGRAMS/ACTIVITIES	PHYSICAL ACCOMPLISHMENT (Target VS Actual)		FINANCIAL ACCOMPLISHMENT (Target VS Actual)		TIME FRAME	REMARK(S)
	TARGET (No. of local stakeholder)	ACTUAL (No. of ENGAGED local stakeholder)	TARGET (ALLOCATION)	ACTUAL (BUDGET UTILIZATION)		

Prepared by:
Partnership Focal Person

Noted by:

SGOD Chief

Approved by:

Schools Division Superintendent

Annex B

**PROGRAM SUPPORT FUNDS FOR PARTNERSHIP BUILDING AND LINKAGES
PHYSICAL AND FINANCIAL ACCOMPLISHMENT
FY 2023 PSF-BPLP-ADOPT-A-SCHOOL PROGRAM**

Region: _____

Division: _____

Amount of Support Fund Received: _____

Amount Utilized: _____

Check No.: _____

Amount Liquidated: _____

Date: _____

PROGRAMS/ACTIVITIES	PHYSICAL ACCOMPLISHMENT (Target VS Actual)		FINANCIAL ACCOMPLISHMENT (Target VS Actual)		TIME FRAME	REMARK(S)
	TARGET (No. of local stakeholder)	ACTUAL (No. of ENGAGED local stakeholder)	TARGET (ALLOCATION)	ACTUAL (BUDGET UTILIZATION)		

Prepared by: _____

Partnership Focal Person

Noted by: _____

SGOD Chief

Approved by: _____

Schools Division Superintendent

**PROGRAM SUPPORT FUNDS FOR PARTNERSHIP BUILDING AND LINKAGES
PHYSICAL AND FINANCIAL PLAN
FY-2024**

Region: _____

Division: _____

PROGRAMS/ACTIVITIES	PHYSICAL TARGET (No. of local stakeholders)	FINANCIAL REQUIREMENT	TIME FRAME	SOURCE OF FUND (ASP/LSC)	REMARKS

Prepared by:

Partnership Focal Person

Noted by:

SGOD Chief

Approved by:

Schools Division Superintendent