

#### Republic of the Philippines

## Department of Education

# SCHOOLS DIVISION OF DAVAO DEL NORTE

### Office of the Schools Division Superintendent

DIVISION MEMORANDUM SGOD-2023-0077

To:

Assistant Schools Division Superintendent Chief Education Program Supervisor, CID Chief, Education Program Supervisor, SGOD

Education Program Supervisors, CID Education Program Supervisor, SGOD Public Schools District Supervisors

Concerned Public School Heads, Integrated, Elementary and Secondary Schools

Concerned Division Section Heads

Subject: Building Partnership and Linkages Program Process Flow

Date:

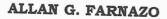
March 14, 2023

In line with the goal to streamline the Division Process for the Building Partnership and Linkages Program, the School Governance and Operations Division through the Social Mobilization and Networking Unit hereby informs the field of the attached process flow of the said program.

This process flow shall be utilized by the Schools Division Office as well as all the schools in this Division.

This office reiterates the strict observance of the IATF health protocols such as social distancing and wearing of face masks and face shield. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.

Immediate dissemination of and compliance with this memorandum is desired.



Director IV and Concurrent Officer-In-Charge Office of the Schools Division Superintendent

For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI

Assistant Schools Division Superintendent

Enclosed: As stated. SGOD/nci





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### **Building Partnership/Linkages Process Flow**

Process Flow	Person's Involved	Documents	Remarks
START			
Prepare Partnership Proposal	School Head/School Partnership Focal Person (SPFP)	Partnership Proposal	
Communicate with the Prospect Partners	School Head/School Partnership Focal Person (SPFP)	Communication Letter	
Submit Partnership Proposal	School Head/School Partnership Focal Person (SPFP)	Partnership Proposal	The proposal should be data- based e.g.: the result of the Internal Need Assessment Tool
If Yes Approval by the Partner			
Facilitation/ Preparation of the MOA/MOU/Deed of Donation	School Head/SPFP Division Partnership Focal Person (DPFP) - SEPS & EPS II	Copy of the Partnership Proposal Draft Copy of the MOA/MOU/Deed of Donation	DPFP will assist SPFP in the preparation of the MOA/MOU/ Deed of Donation if the amount of Donation/Services is not less than P50,000.00
Submission of the Draft MOA/MOU/Deed of Donation to the Division Legal Officer	School Head/SPFP Division Partnership Focal Person (DPFP) - SEPS & EPS II	Draft Copy of the MOA/MOU/Deed of Donation	3
If NO Approval of the Division Legal Officer		,	
MOA/MOU/Deed of Donation Signing and Turn-Over Ceremony	Recipient School, Partner, SDS, ASDS	MOA/MOU/Deed of Donation	One Copy of the Notarized MOA/MOU/Deed of Donation should be submitted
End			

ROMELA T. PANGANDOYON
SEPS, Social Mobilization & Networking

RAMEIN M. PILO Chief ES SGOD

REBECCA C. SAGOT, CESO VI Asst. Schools Division Superintendent