



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao



**DIVISION OF MALAYBALAY CITY**

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**DIVISION MEMORANDUM**  
NO. 23 s. 2015

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RELEASED

JUL 09 2015 Time: 9:15  
The case

TO: Public Schools District Supervisors/District OIC's  
Public Elementary and Secondary School Heads  
This Division

FROM:   
EDILBERTO L. OPLENARIA, CESO VI  
OIC, Schools Division Superintendent

Date: July 7, 2015

Subject: **DISSEMINATION OF UNNUMBERED DEPED MEMORANDUM  
FROM THE OFFICE OF UNDERSECRETARY FOR PARTNERSHIPS  
AND EXTERNAL LINKAGES (Request for More Information on the  
Needs for Bikes and Boats)**

1. For the information and guidance of all concerned, attached is an unnumbered DepED Memorandum from the Office of the Undersecretary for Partnerships and External Linkages dated February 23, 2015 re: "Request for More Information on the Needs for Bikes and Boats", the content of which is self-explanatory.
2. This office is requesting all public elementary and secondary school heads to submit data gathered following the attached template on or before July 13, 2015.
3. All Public Schools District Supervisors/District OIC's are instructed to coordinate all school heads in their respective districts to facilitate on time submission of the said report.
4. Submit accomplished forms attention: Rosalio P. Arangco, Senior Education Program Specialist – Planning & Research, School Governance and Operation Division.
5. Immediate dissemination of this Memorandum is highly enjoined.



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Ave., Pasig City

**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*  
Partnerships and External Linkages

Direct Line : (+632) 633-7207  
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Website : <http://www.deped.gov.ph>

February 23, 2015

**MEMORANDUM**

To : **Regional Directors**  
**Schools Division Superintendents**  
**Heads, Public Elementary and Secondary Schools**  
**All Others Concerned**

From :   
**MARIO A. DERIQUITO**  
Undersecretary for Partnerships and External Linkages

Subject : **REQUEST FOR MORE INFORMATION ON THE NEEDS FOR BIKES  
AND BOATS**

In line with our efforts in making education accessible to all, the Department of Education (DepEd) has initiated "The Pedals and Paddles Project: *Bayanihang Bangka at Bisikleta*" which aims to provide an easier and faster way to go to school to children who live in areas without other means of transportation.

This donor-driven campaign was embarked on together with the Yellow Boat of Hope Foundation (YBHF) to provide boats to schoolchildren who have to wade through bodies of water and the Bikes for the Philippines Foundation (BfP) to provide bicycles to high school students who have to walk several kilometers. While you have submitted an initial list of schools in your respective divisions and regions that have schoolchildren in this kind of situation, we would need more information pertaining to their needs.

Thus, we would like to request your respective offices to conduct more data gathering using the following templates attached to this memorandum:

Forms	Boats	Bikes
Data Gathering Report- School Form	Annex A.1	Annex B.1
Data Gathering Report- Division Office Form	Annex A.2	Annex B.2
Data Gathering Report- Regional Office Form	Annex A.3	Annex B.3

These templates may also be downloaded from this link: <http://www.deped.gov.ph/others>

The Division Offices (DO) shall submit the consolidated reports from their respective schools to the Regional Office. **All consolidated regional reports** must contain the division and school level forms and shall be emailed in **soft copy, MS Excel file** to **mark.abinsay@deped.gov.ph** not later than **March 16, 2015**.

Also, attached herewith are the mechanics for deployment of boats and bikes for your reference and guidance.

For your appropriate action and immediate dissemination. Thank you.

## **The Pedals and Paddles Project: Bayanihang Bangka at Bisikleta**

### **A. MECHANICS FOR DEPLOYMENT OF BOATS**

Boats will be given to communities with schoolchildren that need to wade through bodies of water to go to school.

Each boat will be turned over to a family within the community that agrees to accept the boat and to abide by the policies and rules of the project. Aside from ferrying the schoolchildren to a certain point going to their respective schools, recipient families will have to:

1. Ensure that there are specific individuals who will take responsibility over the boat's use, maintenance, and upkeep; and
2. Maximize the boat's potential as this can also be used for the family's livelihood during off-school hours or off-school days.

### **Selection of Partner-Family**

The school and the barangay will nominate at least three families (number of family may vary depending on the number of boats needed) as boat partner-family. Nominees shall be forwarded by the DepEd DO to DepEd Central Office (CO) for approval together with YBHF and the donor/s. To be eligible as a partner-family, a family must agree on the following:

1. **Use of Sea Craft:** The boat shall be used primarily for transportation of children to and from school. The partner family shall use the boat for livelihood purposes only during off-school hours/days.
2. **Prohibition against transfer:** The partner-family must not transfer the ownership of the boat to any other person.
3. **Responsibility for Maintenance:** The partner-family shall assume full responsibility for the maintenance, upkeep, repair of the boat and other related costs.
4. **Responsibility for Operation:** The partner-family shall assume full and complete responsibility for the operation of the boat;
5. **Signing of MOA and/or Deed Of Donation and Acceptance:** The partner family shall sign a Memorandum of Agreement and/or the Deed of Donation and Acceptance. The partner-family is expected to adhere to provisions of the said documents.

### **Provision/Turn-over of Boats**

1. The chosen partner-family shall sign a MOA and Deed of Acceptance with the donor and DepEd.
2. The partner-family and other community members shall provide "sweat equity" in the building of the boat, whenever applicable.

### **Monitoring and Assessment of Boats**

1. The partner family and the families of other schoolchildren who will ride the boat to go to and from school shall form a committee among themselves to serve as project monitor who shall oversee the use of boats.

2. A report shall be provided to the parties (donor, DepEd DO, RO, and CO, and YBHF) as requested.
3. The concerned parties shall continue to ensure that key standards are met through monitoring and assessment.

#### **B. MECHANICS FOR DISTRIBUTION OF BIKES**

Bicycles will be given to high school students who have to walk several kilometers to go to school. The priority is high school students because they are more capable of riding bikes compared to younger schoolchildren.

Each bike will be given to students as "bike loan" while giving partial ownership to schools to look over the use of the bikes and ensure proper maintenance and upkeep of bikes.

#### **Selection of Beneficiary Schools**

A school must agree and commit to provide the following:

1. Facility that can be used to store the bikes during off-school hours and/or days.
2. Ensure regular and continuous upkeep of bikes.
3. Appoint a focal person who can supervise an inventory control in ensuring efficient use of bikes.
4. Support group that can monitor student's performance and sustainability of the project.

#### **Selection of Beneficiary Students**

A student who needs to walk at least three (3) kilometers in going to school and lives at low-income threshold (Php 6,000.00 and below for a family of 5) will be chosen as beneficiary.

#### **Terrain of Location**

The terrain of the location of student's home must be considered in requesting for bikes. Only flat or plain terrain is viable for biking. Thus, potential beneficiary students living in steep or sloppy areas may not be accepted due to safety concerns and viability of bike's use.

#### **Provision/Turn-over of Bikes**

Bikes shall be temporarily turned over to schools and shall be lent to students as "bike loans". The beneficiary students will assume full ownership of the bike only after graduating from high school. Upon provision of bikes, students shall undergo a training program to learn on proper biking, road safety, traffic rules, repair, maintenance, etc.

#### **Monitoring and Assessment of Bikes**

1. A report shall be provided to the parties (donor, DepEd DO, RO, and CO, and BfP) as requested.
2. The concerned parties shall continue to ensure that key standards are met through monitoring and assessment.

## C. ACCOMPLISHMENT AND SUBMISSION OF FORMS

### Annex 1- School Form

- ✓ The person-in-charge shall accomplish the form in MS Excel file (downloadable at <http://www.deped.gov.ph/others>), using the following format:

#### A.1. Boats

- **Name of Student** (Surname, First Name, Middle Initial) e.g. Dela Cruz, Juan, B.
- **Learner's Reference Number** e.g. 11222000033
- **Grade/ Year Level** e.g. Grade 6, Grade 8
- **Birthday** (mm/dd/yyyy) e.g. 09/14/2000
- **Complete Address** (Sitio/Barangay, Municipality, Province) e.g. Sitio Ilaya, Brgy. Lima, Mabini, Batangas
- **Name of Parents/ Guardians** (Surname, First Name, Middle Initial) e.g. Dela Cruz, Jose A.
- **Occupation** e.g. Farmer, Housewife, etc
- **Distance from house to school** (in kilometers) e.g. 5km
- **Justification** (explain why there is a need for boats) e.g. Needs to walk along the shoreline in going to school, to avoid tardiness, to regularly attend in school
- **Current Means of Transportation from house to school** e.g. boat, barge, raft, non-vehicular
- **Amount Spent in Transportation (if any)** (If the student pays for his/ her transportation, specify the total daily amount spent by the student in transportation) e.g. Php. 50.00
- **Body of water needed to cross** (Specify the body of water needed to be crossed by students in going to school) e.g. river, lake, sea, strait, etc.
- **Partner/Recipient Family** (Put a check on the form if the family has agreed on the given guidelines/mechanics)
- **Number of students in need of boats** ( Total number of students in need of boat)
- **Type of boat needed** (Indicate what kind of boat is suited to the body of water needed to be crossed by the students)
  - There are two types of boats to be provided:
  - 1. Small self-paddled boat- Capacity: 4-5 children
  - 2. Motorized boat- Capacity: 15-20 children Approximate length: 20 feet
- **Number of boats needed** (Account the total number of boats need based on the computation below)

*Total number of students in need of boats* = *Total number of boats needed*

*Minimum capacity of boat needed*

Examples:

1. Mabini Elementary School has 18 students in need of small- paddled boats.  
 $18 \text{ students} \div 4 = 4.5$  (always round-up) = 5 Small self-paddled boats
2. Lingga National High School has 38 students in need of motorized boats.  
 $38 \text{ students} \div 15 = 2.53$  (always round-up) = 3 Motorized boats

- **Time Availability of Mobile Phone Signal of the person-in-charge and the School Head** (Kindly indicate the time that mobile phone signal is available and/or the best time to call for revalidation purposes) e.g. 24 hours, 5:00pm onwards, weekends only, etc.
- Please put N/A if the field being required is not applicable

### B.3 Bikes

- **Name of Student** (Surname, First Name, Middle Initial) e.g. Dela Cruz, Juan, B.
- **Learner's Reference Number** e.g. 11222000033
- **Grade/ Year Level** e.g. Grade 6, Grade 8
- **Birthday** (mm/dd/yyyy) e.g. 09/14/2000
- **Complete Address** (Sitio/Barangay, Municipality, Province) e.g. Sitio Ilaya, Brgy. Lima, Mabini, Batangas
- **Name of Parents/ Guardians** ( Sumame, First Name, Middle Initial) e.g. Dela Cruz, Jose A.
- **Occupation** e.g. Farmer, Housewife, etc
- **Distance from house to school** (in kilometers) e.g. 5km
- **Terrain of land from house to school** (Kindly describe the terrain or land features needed to be traversed by students in going to school and take note of the viability of bikes in such terrain) e.g. plain, pavement, uneven or rocky soil.
- **Justification** (explain why there is a need for bikes) e.g. Needs to hike a low hill in going to school, to avoid tardiness, to regularly attend in school, needs to walk several kilometers in going to school
- **Shoe Size** (Fitting size of a shoe, in inches)
- **Head Size** (Total head circumference ,in inches (similar to hat sizing)
- **Length of crotch to floor** (Measurement from inseam down to floor in bare feet, in inches)
- **Number of students in need of bikes** ( Account the total number of students in need of bike)
- **Number of bikes needed** ( Account the total number of bikes needed based on the number of students)
- **Time Availability of Mobile Phone Signal of the person-in-charge and the School Head** (Kindly indicate the time that mobile phone signal is available and/or the best time to call for revalidation purposes) e.g. 24 hours, 5:00pm onwards, weekends only, etc.
- Please put N/A if the field being required is not applicable

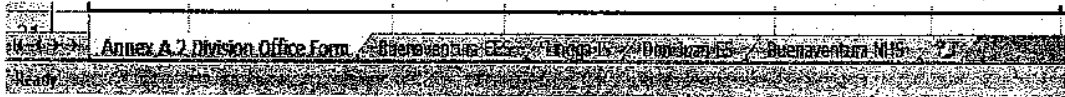
#### NOTES:

- ✓ Each MS Excel file shall be labeled as the following:
  - For boats: Request for Boats\_Name of the School
  - For bicycles: Request for Bikes\_Name of the School
- ✓ The school head and/or person-in-charge shall submit the accomplished forms in soft copy, MS Excel file, including the required photos to the person-in-charge in the Division Office.

## Annex 2- Division Office Form

- ✓ The person-in-charge shall consolidate all school forms and accomplish Annex A.2 and B.2 separately using MS Excel application (forms are downloadable at <http://www.deped.gov.ph/others>)
- ✓ The division office form shall reflect the figures based on the school forms and the guidelines provided. -
- ✓ Each school form must be separately embedded in one sheet tab on the MS Excel File containing the division form.

*Example:*



\*Sheet tabs are located on the bottom part of the worksheet and MS Excel window

- ✓ Each consolidated report shall be labeled as the following:
  - For Bicycles: Request for Bikes\_ Name of the Division
  - For Boats: Request for Boats\_ Name of the Division
- ✓ The person-in-charge shall send the consolidated report in soft copy, MS Excel file to the person-in-charge in the Regional Office.

## Annex 3- Regional Office Form

- ✓ The person-in-charge shall consolidate all division and school forms in one MS Excel File (downloadable at <http://www.deped.gov.ph/others>).
- ✓ The regional office form shall reflect the figures based on the consolidated division forms, school forms and the guidelines provided.
- ✓ Each division consolidated report must be separately embedded in one sheet tab on the MS Excel file containing the Regional consolidation report.

*Example:*



\*Sheet tabs are located on the bottom part of the worksheet and MS Excel window

- ✓ The consolidated regional reports shall be labeled as:
  - For Bicycles: Consolidated Request for Bikes\_ Name of Region
  - For Boats: Consolidated Request for Boats\_ Name of Region
- ✓ All person-in-charge shall email the regional consolidated report together with the division reports in soft copy, MS Excel File to [mark.abinsay@deped.gov.ph](mailto:mark.abinsay@deped.gov.ph) not later than March 16, 2015 using the following subject:
  - Subject: Regional Consolidated Report\_ Name of Region
- ✓ All division consolidated reports (Annex A.2 and B.2) containing all school forms (Annex A.1 and B.1) shall also be emailed as attachments.



Data Gathering Report  
Annex B.1 Request for Bikes  
(For School Use Only)

**REQUEST FOR BIKES**

REGION \_\_\_\_\_  
 DIVISION \_\_\_\_\_  
 PROVINCE \_\_\_\_\_  
 MUNICIPALITY \_\_\_\_\_  
 NAME OF SCHOOL \_\_\_\_\_  
 SCHOOL ID \_\_\_\_\_  
 SCHOOL ADDRESS \_\_\_\_\_

NAME OF STUDENT	LEARNER'S REFERENCE NUMBER	GRADE/ YEAR LEVEL	BIRTHDAY (mm/dd/yyyy)	COMPLETE ADDRESS	NAME OF PARENTS /GUARDIAN	OCCUPATION OF PARENTS /GUARDIAN	DISTANCE FROM HOUSE TO SCHOOL (km)	TERRAIN OF LAND FROM HOUSE TO SCHOOL (e.g. flat, rocky, up hill, etc)	JUSTIFICATION (Why is there a need for boats?)	SHOE SIZE (inch)	HEAD SIZE (circumference in inch)	LENGTH OF CROTCH TO FLOOR (inch)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
<b>TOTAL NUMBER OF STUDENTS IN NEED OF BIKES</b>												
<b>TOTAL NUMBER OF BIKES NEEDED</b>												

Accomplished by: \_\_\_\_\_

NAME/DESIGNATION \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

Noted by: \_\_\_\_\_

NAME OF SCHOOL HEAD \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

TIME AVAILABILITY OF MOBILE PHONE SIGNAL \_\_\_\_\_

TIME AVAILABILITY OF MOBILE PHONE SIGNAL \_\_\_\_\_

NOTE: Please include photos of the terrain needed to be traversed by students in the submission of this report to the Division Office

Data Gathering Report  
Annex A.1 Request for BOATS  
(FOR SCHOOL USE ONLY)

REQUEST FOR BOATS

REGION \_\_\_\_\_  
 DIVISION \_\_\_\_\_  
 PROVINCE \_\_\_\_\_  
 MUNICIPALITY \_\_\_\_\_  
 NAME OF SCHOOL \_\_\_\_\_  
 SCHOOL ID \_\_\_\_\_  
 SCHOOL ADDRESS \_\_\_\_\_

NAME OF STUDENT	LEARNER'S REFERENCE NUMBER	GRADE/YEAR LEVEL	BIRTHDAY (mm/dd/yyyy)	COMPLETE ADDRESS	NAME OF PARENTS / GUARDIAN	OCCUPATION OF PARENTS / GUARDIAN	DISTANCE FROM HOUSE TO SCHOOL (km)	JUSTIFICATION (Why is there a need for boats?)	CURRENT MEANS OF TRANSPORTATION FROM HOUSE TO SCHOOL (e.g. boat, raft, barge etc. or the children just swim?)	AMOUNT SPENT IN TRANSPORTATION (if any)	BODY OF WATER NEEDED TO CROSS (e.g. River, lake, sea)	PARTNER/ RECIPIENT FAMILY (Please put a check if the family has agreed on the given conditions)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
<b>TOTAL NUMBER OF STUDENTS IN NEED OF BOATS</b>												
<b>TOTAL NUMBER OF BOATS NEEDED</b>												
<b>TOTAL NUMBER OF BOATS NEEDED</b>												

Accomplished by: \_\_\_\_\_

Noted by: \_\_\_\_\_

NAME/DESIGNATION \_\_\_\_\_

NAME OF SCHOOL HEAD \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

TIME AVAILABILITY OF MOBILE PHONE SIGNAL \_\_\_\_\_

TIME AVAILABILITY OF MOBILE PHONE SIGNAL \_\_\_\_\_

NOTE: Please include photos of the body of water needed to be crossed by students in the submission of this report to the Division Office