DIVISION MEMORANDUM
No. 362, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD and CID
Public Elementary and Secondary School Heads
All Others Concerned

FROM: For the Schools Division Superintendent:

SUNNITRA P. AMIT
Assistant Schools Division Superintendent

DATE: October 18, 2019


1. In line with the Adopt-a-School Program (ASP) monitoring, all School Heads and School Partnership Focal Person are required to submit a soft copy (MS EXCEL FORMAT) of the school’s generated resources for the 1st semester of S.Y. 2019-2020 and submit to marsfifth.mamawag001@deped.gov.ph, on or before November 1, 2019.

2. Details on the generated resources must be indicated in the attached template (Enclosure 1).

3. Queries relative to this can be relayed to Marsfifth M. Mamawag, SEPS-Division ASP/BE Coordinator at 09653159984.

Enclosed: As stated
Copy furnished: Records Section
School Mobilization and Networking Section

TO BE POSTED IN THE WEBSITE

Purok 6, Casisang, Malaybalay City
Telefax: 088-314-0094 E-mail: depedmalaybalay@gmail.com
## GENERATED RESOURCES (1st Semester 2019-2020)

<table>
<thead>
<tr>
<th>School ID</th>
<th>School</th>
<th>Type of Generated Resources, pls. specify (physical/cash/medical/feeding/voluntary works)</th>
<th>Name of Donor-partner (individual/organization)</th>
<th>When was it donated?</th>
<th>If cash, state the proceeds</th>
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Prepared by: ____________________________  Noted: ____________________________

School Partnership Focal Person  School Head