



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 Division of Malaybalay City

DM-2021-10-537

DEPED MALAYBALAY CITY DIVISION

RELEASED

DATE: OCT 8 2021 2:06 PM

BY: [Signature]

DIVISION MEMORANDUMNo. 537, s. 2021

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

FROM : **VICTORIA V. GAZO, PhD., CESO V**
 Schools Division Superintendent

DATE : October 5, 2021

SUBJECT: **DISSEMINATION OF MEMORANDUM OU-LAPP NO. Q-453, S, 2021 RE:
 IMPLEMENTATION OF THE ENHANCED DEPED PARTNERSHIPS
 DATABASE SYSTEM (DPDS)**

For information and guidance, the Office hereby disseminates Memorandum OU-LAPP No. 453 s. 2021 re: Implementation of the Enhanced DepEd Partnerships Database System (DPDS).

Attached is the DepEd Partnership Database System User Guide for School Partnership Focal Persons and School Brigada Eskwela Coordinators.

Queries relative to this can be relayed to Marsfith M. Mamawag, SEPS at 09178803864 and Rio G. Arbutante, EPS II at 09178456602.

Enclosed: As stated

TO BE POSTED IN THE WEBSITE

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 Telefax (088) 314-0094
 Email: Malaybalay.city@gmail.com

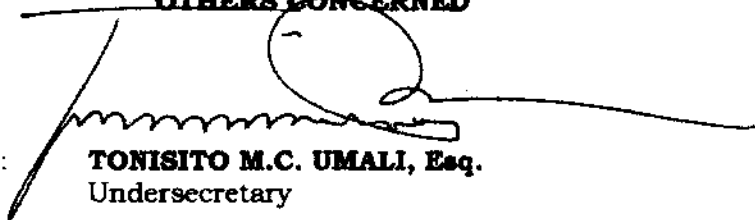


Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY
Tanggapan ng Pangalawang Kalihim

MEMORANDUM

OU-LAPP No. Q-452, s. 2021

TO : **ALL REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PARTNERSHIP FOCAL PERSONS
DIVISION PARTNERSHIP FOCAL PERSONS
OTHERS CONCERNED**

FROM : 
TONISITO M.C. UMALI, Esq.
Undersecretary

SUBJECT : **IMPLEMENTATION OF THE ENHANCED DEPED
PARTNERSHIPS DATABASE SYSTEM (DPDS)**

DATE : September 24, 2021

Consistent with OU-LAPP Memorandum No. 645, s. 2019 titled "Use of DepEd Partnerships Database System (DPDS) in Reporting Partnership Engagements," the External Partnerships Service (EPS) continuously improved the system to be more beneficial to its users and assist in the effective and efficient performance of tasks.

The EPS, in collaboration with the Information and Communications Technology Service (ICTS), conducted a series of reorientation webinars on the use of the DPDS in August 2021 to introduce and discuss the new features of the DPDS. The reorientation webinar is a result of various consultations with relevant offices and field personnel to provide accurate partnership data relative to the assistance provided by various stakeholders. The enhanced DPDS captures the partnership data requirements of different offices in the Central Office (CO) and was improved to align with the implementation of the Basic Education Learning Continuity Plan (BE-LCP).

During the reorientation of the DPDS, the following were agreed on for the implementation of the enhanced DPDS:

- I. Verification of the DPDS School Accounts;
- II. Availability of the Enhanced DPDS Test Site; and
- III. Deployment of the Enhanced DPDS on October 2021.

I. VERIFICATION OF THE DPDS SCHOOL ACCOUNTS:

The Regional Partnership Focal Persons (RFPF) and Division Partnership Focal Persons (DPFP) were requested to verify the School Accounts listed in the DPDS from 25 August to 23 September 2021. This is to ensure that all existing and operational schools are enrolled in the system to provide the partnership data. The summary of the said verification of the DPDS accounts can be viewed through the link: <https://bit.ly/2021VerificationofDPDSAccounts>.

The concerns, comments and other recommendations from the RFPFs and the DPFPs during the verification of school accounts were submitted to the ICTS for technical assistance and consideration.

With the verified accounts in the DPDS, the EPS and the ICTS are certain that concerns relative to the DPDS school accounts will lessen.

II. ENHANCED DPDS TEST SITE

A **Test Site** (www.testsite.deped.gov.ph) of the enhanced DPDS was created for those Regions/Divisions who wish to reorient their focal persons and test how the newly improved DPDS works. During the testing period, field personnel may provide comments and recommendations on the DPDS' new features for possible consideration prior to the deployment of the enhanced system.

RFPFs and DPFPs are reminded that all data inputted in the **Test Site** shall be **deleted after the testing period** while the data uploaded in the **Live Site** (www.partnershipsdatabase.deped.gov.ph) shall be treated as **real data** or **final partnership data**.

III. DEPLOYMENT OF THE ENHANCED DPDS

Starting October 2021, monthly reporting of partnership data will be available in the system. Considering this, hereunder are the important reminders in reporting the partnership data in the DPDS:

A. Brigada Eskwela Intervention

Pursuant to DepEd Memo No. 48, s. 2021 titled "2021 *Brigada Eskwela* Implementing Guidelines," particularly on the monitoring of donations and other partnership initiatives received under the *Brigada Eskwela* (BE) implementation, the DPDS will capture BE reports from **June to September 2021**. This means that the **June 2021** report shall be uploaded in the enhanced DPDS (on a monthly basis) **aside from the reported 2nd quarter** interventions in the old version of the DPDS. The uploaded June 2021 report will not be included in the total generated report for 2021 except for the Brigada Eskwela Report."

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The **3rd Quarter Report**, which covers the months of July, August and September 2021 shall also be uploaded on a **monthly basis** using the enhanced DPDS.

This will ensure that the data uploaded in the system and the BE interventions captured by the system are already aligned with the BE-LCP.

B. Reporting Timeline

The system shall accept uploading of partnership data for the reports covering June, July, August and September 2021 until **30 October 2021**, while the deadline for the uploading of monthly report/partnership data for the 4th quarter onwards in the enhanced DPDS shall be **every 6th day of the succeeding months**.

C. Roles and Responsibilities of the DPDS Users

1. School Head (through the School Focal Person/Coordinator) - encode the data on the donation received by the school within the BE implementation and ensure correctness of data provided.
2. Division Partnership Focal Person (DPFP) - evaluate the data provided by the schools and monitor compliance of the schools.
3. Regional Partnership Focal Person (RPFP) - ensure compliance of the Divisions in the submission of reports and provide technical assistance if necessary.
4. Regional/Division Information Technology Officer (RITO/DITO) - create new DPDS account(s) in the respective areas and provide technical assistance to schools, divisions and regions.

The respective DITO and DPFPs shall provide technical assistance to schools on DPDS concerns. Any unresolved concern from the SDOs shall be reported to the RITO and the RPFPs. In case the concern(s) cannot be solved in the SDOs and ROs level, it must be reported to the EPS and the ICTS through the following channels:

Link : bit.ly/DPDSCONCERNS
Email : support.dpds@deped.gov.ph
externalpartnerships@deped.gov.ph

D. The DPDS User Guide

In order to assist the users of the DPDS, attached is the copy of the DPDS User Guide per DPDS Account. Detailed in the User Guide is the Step-by-Step Procedure in Accomplishing the Partnerships Data Sheet (PDS). Also provided in the Annex A of the User Guide for Schools is the description of each data elements in the DPDS for the users' guidance.

The EPS reiterates compliance to OU-LAPP Memorandum No. 421, s. 2019 titled "Reminder on the Valuation of Donations and Proper Recording of Donated Property, Plant and Equipment from Private Partners" wherein all donations that fall under the Property, Plant and Equipment account shall be reported in the book of accounts. This is also compliant with DepEd Order (DO) No. 82, s. 2011, DO No. 24, s. 2016, and the existing government accounting and auditing rules and regulations.

For your strict compliance.





Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE
User Support Division



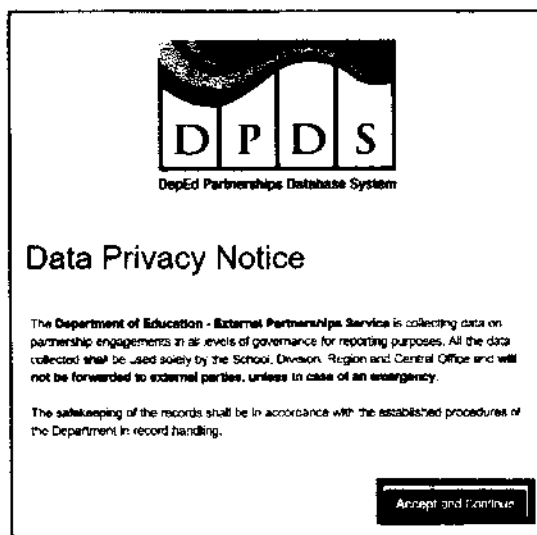
DepEd Partnerships Database System

DEPED PARTNERSHIPS DATABASE SYSTEM

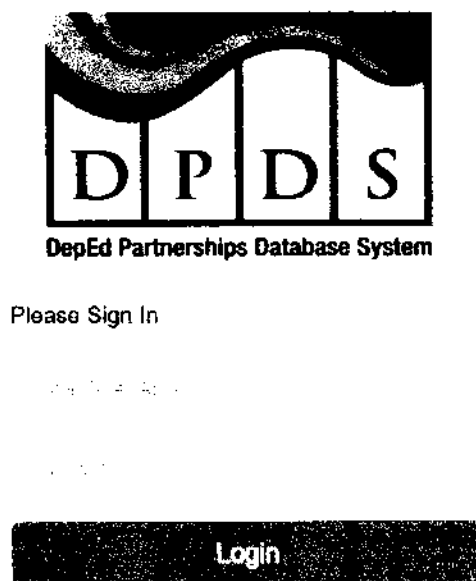
USER GUIDE

Logging In

1. Log in to <https://partnershipsdatabase.deped.gov.ph/>.
2. The **Data Privacy Notice** window will pop-up. Read and understand the **Privacy Notice**. If you agree to its terms, click **Accept and Continue** button to proceed to the Login Page.

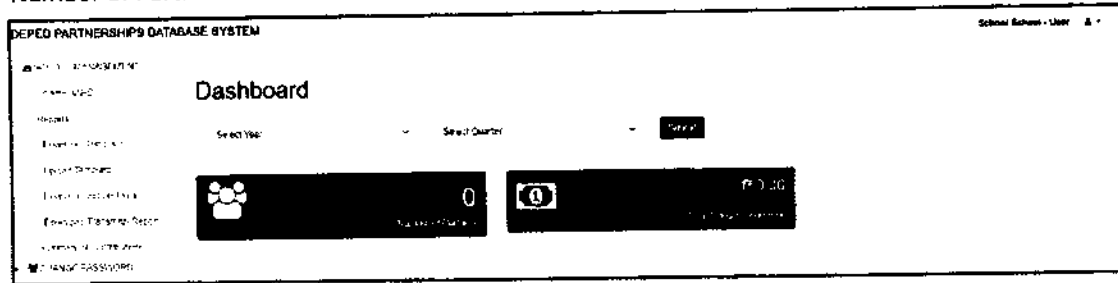


3. Sign in using your DepEd Email Address (@deped.gov.ph).



Dashboard

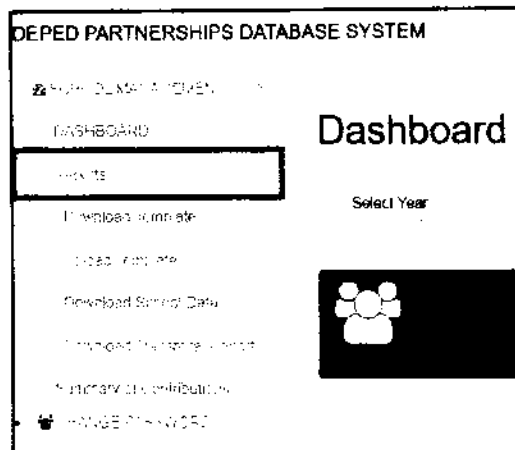
Number of Partners and Total Amount Generated can be monitored through the **Dashboard**.



Reports

You can browse through the reports or search for the Year, Quarter, Partner Name, Partner type, and Contribution type.

1. Click **Reports** to pull up the **Reports**.



2. You can search and select any the following filters: **Year, Quarter, Month, Partner Name, Partner type, or Contribution type**; and download it using **Download Detailed Report** and **Download Summary Report**. **Note: If you choose 2021 and above, A Month filter will appear that is only applicable in that specific year.*

Report

Year: Quarter:

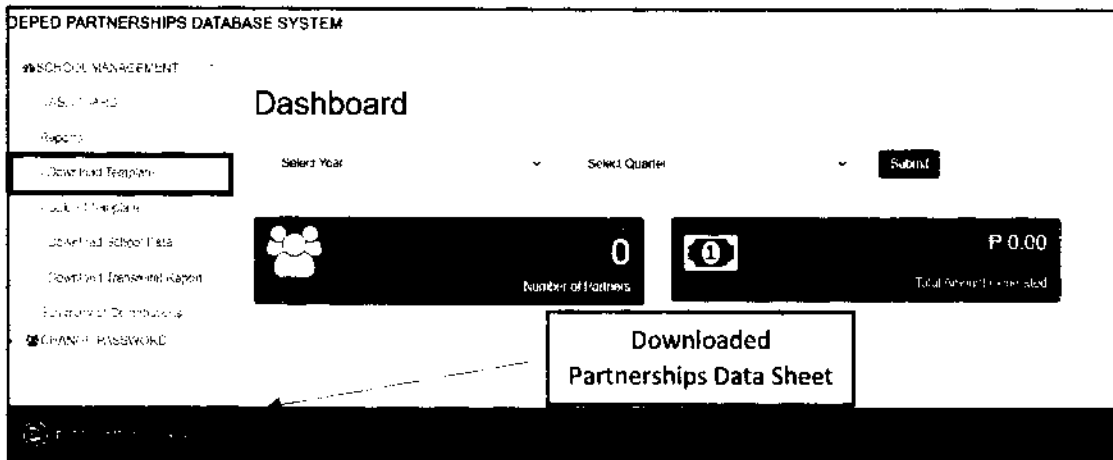
Partner Name: Partner Type: Contribution Type:

Quarter	School Name	School ID	Partner Name	Partner Type	Contribution Type	Contribution Type(Others)	Amount
3rd Quarter	School	123456	PARENTS	Private_Sector	Volunteer_Hours	-	P 28,125.00
3rd Quarter	School	123456	CITY HEALTH CENTER	Public_Sector	Learner_Wellness_Health_Nutrition	-	P 5,000.00
3rd Quarter	School	123456	PARENTS	Private_Sector	Volunteer_Hours	-	P 25,000.00
4th Quarter	School	123456	CAFGU	Public_Sector	Technical_Assistance	-	P 6,000.00
4th Quarter	School	123456	Department of Labor and Employment (DOLE)	Public_Sector	Technical_Assistance	-	P 4,000.00

Download and Upload Template

You can download the template and upload it through the Download Template and Upload Template.

1. Select Download Template.



2. You must fill out the **Partnerships Data Sheet**, take note that all fields are required in order to successfully upload the file; Otherwise, the file will not upload successfully. **Note: Fill out this manually, and do not copy and paste. Hereunder is the step by step procedure on How to Accomplish Partnerships Data Sheet (PDS).*

General Partner Type	Specific Partner Type	Partner Name	Partner Contact	Contribution Type	Specific Contribution Type	Unit of Contribution	Quantity Contributed	Actual Amount/Value of Contribution	Period Indicator	School Information	Accountable Person

- Open the PDS downloaded file from DPDS and click "enable content" button found at the upper right corner of the screen in the security warning sign.
- Complete the Period Indicator, School Information and Accountable Person fields, which can be found in the PDS header.
- Click the dropdown list under the General and Specific Partner Type column and choose the appropriate entry. For data entries that are not included in the dropdown list, click "Others (specify in remarks)".
- Click the partner name provided in the dropdown list. May also opt to encode the Partner Name (partner organization/individual) in the given cell.
- Encode the Partner Contact details (email address/contact number).
- Click and chose the Contribution Type and Specific Contribution Type from the dropdown list. For data entries not included in the dropdown list, click "Others (specify in remarks)". The cursor will prompt the user to specify the details in the given cell.
- Encode the Unit of Contribution and Quantity Contributed. Unit of contribution should be encoded as "alpha" (e.g. pc., set, others) while Quantity Contributed should be encoded as "numeric" (e.g. 1, 30 ..).
- Encode the Actual Amount/Value of Contribution in Pesos. **Currency sign should not be encoded.** (e.g. 2000 instead of Php 2,000.00)

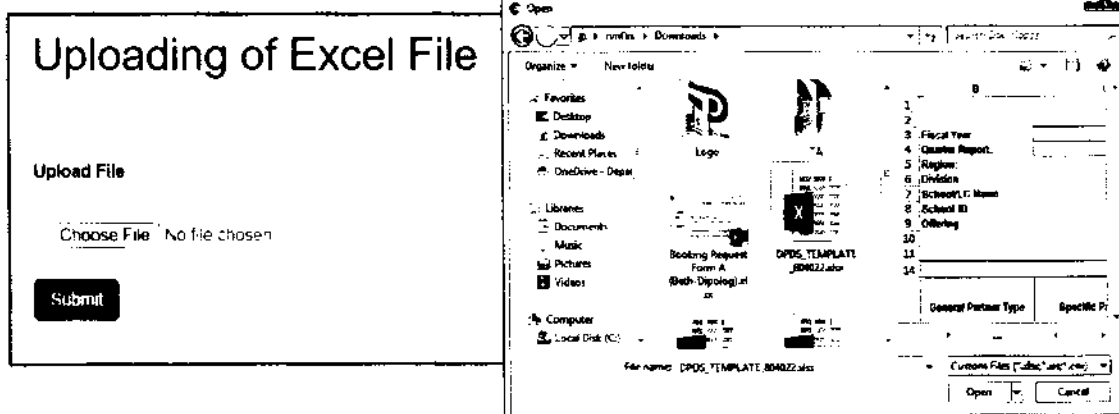
- i. Encode the No. of Beneficiary Learners and No. of Beneficiary Personnel. Click and choose the Form of Agreement from the dropdown list. For data entries not included in the dropdown list, click "Others (specify in remarks)". The cursor will prompt the user to specify the details in the given cell.
- j. Encode the signatory name of the partner organization/individual and his/her designation.
- k. Encode the Agreement Start Date and Agreement End Data using the format: mm/dd/yyyy. Make sure that the date setting in your Control Panel follows the said format.
- l. Encode the Project Category and Project Name. Click and choose the status of agreement/project from the dropdown list. For data entries not included in the dropdown list, click "Others (specify in remarks)". The cursor will prompt the user to specify the details in the given cell.
- m. Click and choose the institution who initiated the partnership from the dropdown list. For additional entry, encode the details in the next row. Do not put space or an empty row in between the entries for the system to be able to consolidate all the entries in the given template
- n. Once all the entries are encoded, save the file.

Example filename:

- pds_(region)_division_SchoolName_SchoolID_(month)_(quarter)_(year)
- e.g.: pds_r1_launion_launionnhs_123456_oct_q4_2021

Refer to the attached Annex A on the details of the PDS data elements for your reference and guidance.

3. Select Upload Template.



- a. Click **Choose File**, A File Manager will appear, and select the file to be uploaded in the system.
- b. Click **Submit** button.
- c. You will be prompted **Data has been uploaded successfully**; Click **OK** to confirm.

- You can filter it by Year, Month and Quarter. You can also Download Summary. **Note: If you choose 2021 and above, A Month filter will appear that is only applicable in that specific year.*

Summary of Contributions

From Year: From Quarter:

Contribution Type	Number of Partners	Actual Amount/Value of Contribution(In Pesos)	Number of Beneficiary Learners
Appliances_Equipment	4	P 15,460.00	148
Financial_Support	42	P 336,700.00	14,351
Furniture	1	P 17,150.00	99
Infrastructure	19	P 3,232,843.90	1,651
Learner_School_Supplies_Uniforms	4	P 15,580.00	1,390
Learner_Welfare_Health_Nutrition	9	P 21,496.00	2,530
Others (specify in remarks)	83	P 197,833.00	24,665
Technical_Assistance	2	P 9,300.00	375
Volunteer_Hour	96	P 566,113.25	21,968
Work_Internship	4	P 85,100.00	36
TOTAL		P 4,849,366.75	

Change Password

You can change the password for the security of your account.

Change Password

Old Password

New Password

ANNEX A

DATA ELEMENT DESCRIPTION

PERIOD INDICATOR

No.	Data Element	Description
1	Fiscal Year	Fiscal year when the PDS was accomplished.
2	Quarter Report	Quarter of the fiscal year when the PDS was accomplished.
3	Monthly Report	Month of the fiscal year when the PDS was accomplished. (shall be available at the 4 th Quarter of 2021)

SCHOOL INFORMATION

No.	Data Element	Description
1	Region	Geographic location of school defined according to NSCB's National Standard Geographic Classification Code.
2	Division	DepEd Division (province or city) supervising the school.
3	School/Community Learning Center Name	Official name as registered in DepEd (E-BEIS)
4	School ID	Unique 6-digit reference number issued to schools in the basic education system (not applicable for CLC).
5	School Offering	Classification of the level of education/curricular offering of the school/community learning center. <ul style="list-style-type: none"> • ES • JHS • SHS • CLC

ACCOUNTABLE PERSON

No.	Data Element	Description
1	Prepared by	Name of the person who prepared the PDS.
2	Position/Designation	Position and Designation of the person who prepared the PDS.
3	Contact No.	Contact information of the person who prepared the PDS.
4	Date	Date when the PDS was prepared
5	Approved by	Name of the person who approved the PDS.
6	Position/Designation	Position and Designation of the person who approved the PDS.
7	Contact No.	Contact information of the person who approved the PDS.
8	Date	Date when the PDS was approved

SCHOOL / COMMUNITY LEARNING CENTER PARTNERS

No.	Data Element	Description
1	General Partner Type	Sector classification of the partner organization/individual.
2	Specific Partner Type	Specific classification of partner organization/individual based on sector.
	✓ Private Sector	<ul style="list-style-type: none"> • Private Company • Corporate Foundation • Private Individual • Others (specify in remarks)
	✓ Public Sector	<ul style="list-style-type: none"> • National Government Agency • Congress (House of Representative/Senate) • GOCC (Government-owned and controlled corporations) • LGU-Province: Local Funds • LGU-Province: SEF • LGU-Municipality: Local Funds • LGU-Municipality: SEF • LGU-City: Local Funds • LGU-City: SEF • LGU-Barangay: Local Funds • LGU-Barangay: SEF • State Universities and Colleges (SUCs) • Others (specify in remarks)
	✓ Civil Society Organization	<ul style="list-style-type: none"> • Non-Government Organizations • Faith-Based Organizations • People's Organizations • Professional Associations • Cooperatives • Trade Unions • Media Associations • Others (specify in remarks)
	✓ International	<ul style="list-style-type: none"> • Government • INGO-International Non-Government Organizations • Others (specify in remarks)
3	Partner Name	Name of the partner organization/individual.
4	Partner Contact Details	Contact information of the partner organization/individual.

PARTNER'S CONTRIBUTIONS

No.	Data Element	Description
1	Contribution Type	<p>Class of partner's contribution</p> <ul style="list-style-type: none"> • Advocacy Support • Appliances • Attendance • Disaster Prevention and Emergency Kits • Disinfection and Cleaning Supplies and Equipment • Educational Field Trip and Similar Activities • Financial Literacy • Financial Support • Furniture • ICT Equipment and Technology • Infrastructure • Learner's school supplies and uniforms • Learner's wellness, health and nutrition • Learning Session on Health and Wellness of Personnel • Mental Health and Psychological Support Services • Printed and Electronic Learning Materials • Policy Support • Technical Assistance • Transportation Support • TV and Radio Broadcast/Airtime and Learning Management System (LMS) • Use of facilities • Volunteer Hours • Work Immersion • Others (specify in remarks)
2	Specific Contribution Type	Specific Type of contribution based on class
	<ul style="list-style-type: none"> • Advocacy Support • Appliances 	<p>None</p> <ul style="list-style-type: none"> • Air-conditioning Units • CCTV • DRR Equipment • Electric Fans • Microwave • Television • Wall/Alarm Clock • Gardening Tools • Gas Stove • Glassware • Kitchenware • Oven

	<ul style="list-style-type: none"> • Radio System • Science Laboratory Equipment • Solar Panels • Sound System • Sports Equipment • Sprinkler • Others (specify in remarks)
<ul style="list-style-type: none"> • Attendance 	None
<ul style="list-style-type: none"> • Disaster Prevention and Emergency Kits 	<ul style="list-style-type: none"> • Fire Extinguishers • Emergency Lights • Hard Caps • Whistle with Lace • Personal Protective supplies (facemask, shield, hand gloves, eye goggles, PPEs, etc.) • Go Bags • DRR Equipment • Fire Alarm • Fire Hose • Thermal/Temperature Scanner • First Aid/Emergency Kits • Medical Consultation • Food Items and Food Supplements • Medical Services, Supplies and Equipment • Others (specify in remarks)
<ul style="list-style-type: none"> • Disinfection and Cleaning Supplies and Equipment 	<ul style="list-style-type: none"> • Hand Sanitizers • Alcohol • Disinfectants • Anti-Bacterial or Germicidal Soaps • Cleaning Equipment • Personal Hygiene • Misting Machine • Foot Bath • Others (specify in remarks)
<ul style="list-style-type: none"> • Educational Field Trip and Similar Activities 	None
<ul style="list-style-type: none"> • Financial Literacy 	None
<ul style="list-style-type: none"> • Furniture 	<ul style="list-style-type: none"> • Armchairs • Blackboard • Desks • Door • Monoblock chairs • Shelves/cabinets • Sofa/sala sets

	<ul style="list-style-type: none"> • Tables • Teachers' Chair • Teachers' Table • Window/panels • Other furniture (specify in remarks)
<ul style="list-style-type: none"> • ICT Equipment and Technology 	<ul style="list-style-type: none"> • Computer Peripherals • Computers • DVD Player • DVD/CD • Earphone/Headphone • E-books • E-channel Subscription • Fax Machine • Flashdrive • Internet Connectivity • Ipad/Tablets • Laptops • LCD Projector • Photocopier • Printer • Scanner • Software • Telephone Line • Monitors • Interactive Whiteboard • White Screen • Solar Panels • Electricity • Car Batteries • Generator • Premium membership in remote working tools (Zoom, Ms. Teams, etc.) • Prepaid Load card (Call, text and data) • Hard drive and USB Storage • Risograph/Duplo Machine • Voice Recorded • Others (specify in remarks)
<ul style="list-style-type: none"> • Infrastructure 	<ul style="list-style-type: none"> • New Classroom construction • Classroom repair • New comfort room construction • Comfort room repair • Hardware/construction materials • New laboratory construction

	<ul style="list-style-type: none"> • Laboratory repair • New library construction • Library repair • New handwashing facility construction • Handwashing facility repair • New covered court construction • Covered court repair • New stage construction • Stage repair • New pathwalk construction • Pathwalk repair • Construction of fence and gate • Fence and gate repair • Water system provision • Water system repair • Electrical facilities provision • Electrical facilities repair • Construction of sports facilities • Repair of sports facilities • Construction of school signage • School signage repair • Land/real property donation • Paint and Painting supplies • Installation of Flag Pole and Flags • Installation of Watch Tower • Other new construction (specify in remarks) • Other repair (specify in remarks)
<ul style="list-style-type: none"> • Learner's school supplies and uniform 	<ul style="list-style-type: none"> • Bags • Bicycles • Boats • Books • Copy Papers • Footwear • Lamps • Leaflets • Learning modules • Reference materials • School supplies • Uniform • Other (specify in remarks)
<ul style="list-style-type: none"> • Learner's Wellness, health and Nutrition 	<ul style="list-style-type: none"> • Assistive Devices • Dental services • Eyeglasses

	<ul style="list-style-type: none"> • Feeding program • Medical check-up • Medicine • Personal hygiene • Physical Fitness Activities • Rubber mat • Seedlings/sapling • Seeds • Sports clinic • Vitamins • Others (specify in remarks)
<ul style="list-style-type: none"> • Learning Sessions on Health and Wellness of Personnel 	<ul style="list-style-type: none"> • Capacity Building (Webinar or Face-to-Face) • Insurance • Scholarship grant • Training, Skills Development • Teaching and Learning Aids and Devices • Wellness, Health and Nutrition Packages • Others (specify in remarks)
<ul style="list-style-type: none"> • Mental Health and Psychosocial Support Services 	<ul style="list-style-type: none"> • Provision of Psychological First Aid • Mental Health Survey • Consultation with Professional Psychologist • Mental Health Check up • Mindfulness Exercises and Activities • Others (specify in remarks)
<ul style="list-style-type: none"> • Printed and Electronic Learning Materials 	<ul style="list-style-type: none"> • Self-Learning Modules (SLM)/Electronic and printed • Printed Learning Materials (Textbook, Activity Sheets, Study Guides, Reference Materials) • Reproduction and Distribution of Printed Materials • Others (specify in remarks)
<ul style="list-style-type: none"> • Policy Support 	None
<ul style="list-style-type: none"> • Technical Assistance 	None
<ul style="list-style-type: none"> • Transportation Support 	<ul style="list-style-type: none"> • Bicycles • Boat • Bus • Car • Jeepney • Motorcycles • Pick-up • Vans • Logistics and Delivery • Transportation Allowance • Others (specify in remarks)

	<ul style="list-style-type: none"> • TV and Radio Broadcast/Airtime and Learning Management System (LMS) 	<ul style="list-style-type: none"> • Antenna/Cable or Satellite Connection • Online Learning Platform – Learning Management System • Indigenous Mode of Communication • Radio with AM/FM Channel Airtime • TV Channel and Airtime • Others (specify in remarks)
	<ul style="list-style-type: none"> • Use of Facilities 	<ul style="list-style-type: none"> • Work Immersion workshop • Livelihood • Venue for Special Events • Venue for Religious Events • Others (specify in remarks)
	<ul style="list-style-type: none"> • Volunteer Hours 	<ul style="list-style-type: none"> • Brigada Pagbasa • Carpentry • Electrical/electronics • Landscaping/gardening • Masonry • Ordinary labor • Painting • Plumbing • Professional Services (Medical/legal/etc.) • Tutorial learning sessions for online learnings • Others (specify in remarks)
	<ul style="list-style-type: none"> • Work Immersion 	<ul style="list-style-type: none"> • Academic • TVL • Sports • Arts and Design • Services of Work Immersion Partner Institution Supervisor • Allowances ((meals and transportation) • Grant on Certification and Assessment • Others (specify in remarks)
	<ul style="list-style-type: none"> • Others (specify in remarks) 	
3	Unit of Contribution	Unit by which the partners' contribution is measured. (i.e. piece, classroom constructed, set, classroom, Php, activities attended, etc.)
4	Quantity Contributed	Number of units that the partner contributed. (i.e. if the contribution was 5 classroom, write "5" as quantity contributed)
5	Actual Amount / Value of Contribution (in Pesos)	Value of partners' contribution in pesos.
6	Number of Beneficiary Learners	Number of learners that benefitted from the partners' contribution

7	Number of Beneficiary Personnel	Number of teaching and/ or non-teaching personnel that benefitted from the partners' contribution.
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PARTNERSHIP AGREEMENTS

No.	Data Element	Description
1	Form of Agreement	Document by which the partnership was formalized. <ul style="list-style-type: none"> • Memorandum of Agreement • Memorandum of Understanding • Deed of Donation • Usufruct • Acknowledgment Receipt • No signed Agreement • Others (specify in remarks)
2	Signatory Name	Name of the signatory of agreement from the partner organization.
3	Signatory Designation	Designation of the signatory of agreement from the partner organization.
4	Agreement start date	Date when the agreement was signed
5	Agreement end date	Date when the agreement ended
6	Project Category	<ul style="list-style-type: none"> • Brigada Eskwela • Other Category
7	Project Name (if applicable)	Name of the project as indicated in the agreement
8	Status of agreement/project	Status of the implementation of the agreement/project <ul style="list-style-type: none"> • Completed • On-going • For implementation • Pending • Others (specify in remarks)
9	Remarks	Relevant information that may affect the project/partnership or entry for other data field options.
10	Initiated by	Office that initiated the partnership <ul style="list-style-type: none"> • Central Office • Regional Office • Schools Division Office • School