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Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 115, s.2026

**SUBMISSION OF LIST OF SCHOOL AND UNIT PARTNERS WITH EXISTING  
MEMORANDA OF AGREEMENT (MOA) / MEMORANDA OF UNDERSTANDING  
(MOU)**

To: Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to **DepEd Order No. 40, s. 2015 (Guidelines on K to 12 Partnerships)** which mandates the proper documentation, review, and monitoring of partnerships entered into by schools and offices, all schools and units under the Schools Division Office of Vigan City are hereby directed to submit an updated list of their partners with existing Memoranda of Agreement (MOA) and/or Memoranda of Understanding (MOU).
2. The compilation aims to uphold transparency, accountability, and compliance with government auditing rules and COA regulations on contractual obligations and external engagements, all existing and ongoing partnerships must be properly recorded at the Division level.
3. List of partners with existing MOA/MOU shall be submitted through this link: <https://bit.ly/PartnersListAgreement>. Please ensure filling up all necessary information in the link.
4. Schools and units are likewise required to submit a **hard copy of each existing MOA/MOU**, including duly signed pages, to the Schools Division Office for filing, legal reference, and monitoring.
5. All required documents shall be submitted to the SGOD – Social Mobilization and Networking Section/Division Partnership Focal Person on or before **March 12, 2026**.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.



**VILMA D. EDA, CESO V**  
Schools Division Superintendent

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