



2605-341

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

Office of the Schools Division Superintendent

06 MAY 2026

**DIVISION MEMORANDUM**

No. 333, s.2026

**REITERATION OF MONTHLY REPORTING IN THE DEPED PARTNERSHIP DATABASE SYSTEM (DPDS) AND SUBMISSION OF LIST OF DONATIONS**

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. 15, s. 2021** (Guidelines on the Implementation of the Adopt-a-School Program) and **DepEd Order No. 16, s. 2019** (Guidelines on the Implementation of Partnerships and Linkages), all public elementary and secondary schools are hereby reminded to strictly comply with the required reporting mechanisms on partnerships and donations.
2. In this regard, all schools shall ensure the **regular and accurate encoding of all partnership engagements and activities in the DepEd Partnership Database System (DPDS) every last day of the month**, consistent with the provisions of the above policies.
3. Furthermore, in adherence to applicable **Department Order No. 82, s.2011** and in compliance with the Commission on Audit (COA) rules and regulations, all schools are directed to **submit a complete and updated list of all donations received together with the Deed of Donation/Acceptance, whether in cash or in kind, to the Schools Division Office through the School Governance and Operations Division (SGOD), copy furnished the Supply Office, on a quarterly basis**. The **attached inventory form shall be used** in reporting the said donations.
4. All submitted reports shall reflect true and accurate information and shall be supported by appropriate documentation, ensuring that all partnership and donation activities uphold the principles of transparency, accountability, and proper governance.
5. School Heads shall take full responsibility for the timely submission and accuracy of all reports related to partnerships and donations. Non-compliance with the prescribed reporting schedule and requirements shall be subject to appropriate administrative actions in accordance with existing DepEd rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum is desired.

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY

06 MAY 2026

RELEASED  
BY:

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

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Your Feedback is Important to us. Visit this link [bit.ly/SDOViganCityCSM](http://bit.ly/SDOViganCityCSM)



donation is 50 Thousand Pesos and above

## REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

(Type of Property, Plant and Equipment)

As of \_\_\_\_\_

For which (Name of Accountable Officer), (Official Designation), (Entity Name) is accountable, having assumed such accountability on (Date of Assumption to Duty).

ARTICLE	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE	TOTAL VALUE	QUANTITY per PROPERTY CARD	QUANTITY per PHYSICAL COUNT	SHORTAGE/OVERAGE		REMARKS
								Quantity	Value	

Certified Correct by: \_\_\_\_\_

Signature Over Printed Name of Inventory Committee Chair and Members

Approved by: \_\_\_\_\_

Signature Over Printed Name of Head of Agency/Entity or Authorized Representative

Verified by: \_\_\_\_\_

Signature Over Printed Name of COA Representative

### REPORT ON THE PHYSICAL COUNT OF SEMI-EXPENDABLE PROPERTY

(Type of Semi-Expendable Property)

As at \_\_\_\_\_

Fund Cluster: \_\_\_\_\_  
 For which (Name of Accountable Officer), (Official Designation), (Entity Name) is accountable, having assumed such accountability on (Date of Assumption)

Article	Description	Semi-Expendable Property No.	Unit of Measure	Unit Value	Balance per Card	On Hand per Count	Storage / Overage		Remarks
					(Quantity)	(Quantity)	Quantity	Value	

Certified Correct by: _____ Signature over Printed Name of Inventory Committee Chair and Members	Approved by: _____ Signature over Printed Name of Head of Agency/Entity or Authorized Representative	Witnessed by: _____ Signature over Printed name of COA Representative
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