-11-240

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

Office of the Schools Division Superintendent

06 NOV 2026

DIVISION MEMORANDUM
No. 965 s.2026

DISSEMINATION OF THE REMINDER ON THE SUBMISSION OF TAX INCENTIVE APPLICATION REQUIREMENTS UNDER THE ADOPT-A-SCHOOL PROGRAM (ASP) FOR FISCAL YEAR 2026

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

1. Relative to the **DepEd External Partnerships Service Memorandum** dated October 19, 2026, all concerned are hereby informed of the deadline for the submission of documentary requirements for tax incentive applications under the Adopt-a-School Program (ASP) for Fiscal Year 2026.

2. Education partners availing of tax incentives are reminded to submit the following complete and duly accomplished documents on or before **February 11, 2027**:

a. Signed and notarized Memorandum of Agreement (MOA);
b. Signed and notarized Deed of Donation and Acceptance (DODA);
c. Signed and notarized Sworn Declaration; and
d. Summary of Expenses.

5. The prescribed forms and templates may be accessed and downloaded through the official DepEd Adopt-a-School Program webpage: https://www.deped.gov.ph/adopt-a-school-main-page

6. All concerned school heads are directed to ensure the timely dissemination of this reminder, actively coordinate with their respective education partners, and monitor compliance with the submission of the required documents within the prescribed deadline.

7. For information, guidance, and strict compliance.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
06 NOV 2026
RELEASED

VILMA D. EDA, CESO V
Schools Division Superintendent

SMN/RQR/cjd

Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
(077) 604-49-44 / (077) 632-05-33
vigan.city@deped.gov.ph
www.depedvigancity.com

Republic of the Philippines

Department of Education

EXTERNAL PARTNERSHIPS SERVICE

2011-240 E 1929

CO-EPS-No.10-_____-s,2026

MEMORANDUM

FOR : **ALL REGIONAL DIRECTORS**

ATTENTION : **REGIONAL PARTNERSHIP FOCAL PERSON**
DIVISION PARTNERSHIP FOCAL PERSON

FROM : **HERO S. HERNANDEZ**
Director IV
External Partnerships Service

SUBJECT : **SUBMISSION OF TAX INCENTIVE APPLICATION UNDER THE ADOPT-A-SCHOOL PROGRAM (ASP)**

DATE : October 19, 2026

The External Partnerships Service (EPS) respectfully requests all Regional Directors, through the Regional Partnership Focal Persons and in coordination with the Division Partnership Focal Persons, to remind their respective education partners participating in the Adopt-a-School Program (ASP) to submit the documentary requirements for the availment of tax incentives for Fiscal Year (FY) 2026.

The deadline for submission of the complete documentary requirements is **February 11, 2027.** Regional and Division Partnership Focal Persons are requested to actively follow up with partners and encourage them to submit their documents before the deadline to provide sufficient time for EPS to review the submissions, verify completeness, and facilitate the preparation of the corresponding tax endorsement.

Please remind partners to ensure that all documents are complete, properly accomplished, and signed and notarized where required, in accordance with Republic Act No. 8525, otherwise known as the Adopt-a-School Act of 1998, and applicable provisions of BIR Revenue Regulations No. 013-2025.

The documentary requirements for tax incentive availment are as follows:

1. Signed and notarized Memorandum of Agreement (MOA);

16F Tech Zone Building, Malugay St., Makati City
Telephone Nos.: Local Partnerships (02) 86388637; (02) 86388639
Email Addresses: eps.od@deped.gov.ph & externalpartnerships@deped.gov.ph

DepED BAGONG PILIPINAS

2. Signed and notarized Deed of Donation and Acceptance (DODA);
3. Signed and notarized Sworn Declaration; and
4. Summary of Expenses

The applicable **forms and templates** may be accessed and downloaded from the official DepEd Adopt-a-School Program webpage:

DepEd Adopt-a-School Program webpage:
https://www.deped.gov.ph/adopt-a-school-main-page

For questions or assistance regarding the documentary requirements, please coordinate with the External Partnerships Service (EPS) through **externalpartnerships@deped.gov.ph** or **eps.od@deped.gov.ph**, with **zeny.lastimoza@deped.gov.ph** and **rex.fernandez@deped.gov.ph** copied in the email.

Regional and Division Partnership Focal Persons are requested to ensure that this reminder is promptly communicated to concerned partners and to monitor the submission of the required documents.

We appreciate your continued cooperation in facilitating the timely processing of our education partners' tax incentive applications and in strengthening partnerships that support basic education.

DepED BAGONG PILIPINAS

16F Techzone Building, Malugay St., Makati City
Telephone Nos.: Local Partnerships (02) 86388637; (02) 86388639
Email Addresses: eps.od@deped.gov.ph & externalpartnerships@deped.gov.ph