



Republic of the Philippines
Department of Education
Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

DEPED-DIVISION OF SURIGAO DEL SUR	
RELEASED	
DATE:	8/13/2024
TIME:	11:25 am
SIGNATURE:	<i>[Signature]</i>

13 August 2024

Division MEMORANDUM
No. 777, s. 2024

**MIDYEAR UPLOADING OF DEPED PARTNERSHIP DATA BASE SYSTEM (DPDS)
REPORTS AND MOVs FOR CY 2024**

To: Public Schools District Supervisors/District In-charge
Adopt-A-School District Coordinators
All Elementary and Secondary School Heads
This Division

1. This is to reiterate DepEd Order No. 7, s. 2004 emphasizing the importance of ensuring accountability and safety of school donations stating that a beneficiary school is required to provide the Division Office copies of the Deed of Donation and Memorandum of Agreement to facilitate the recording of the property in the Book of Accounts.
2. For this reason, all schools through the Adopt-a-School Program (ASP) District Coordinator are required to upload their monthly MOVs of Donations e.g., MOA/MOU, Deed/Acceptance of Donations starting January 2024 up to this month of August. Acceptance of cash donations should follow the proper process flow as indicated in your MOVs because a usual COA monitoring and audit will be conducted afterwards.
3. Submission and deadline shall be on or before the 30th day of this month – August 2024.
4. Furthermore, ASP coordinators are required to organize the uploading of their documents by folders specifically indicating months and name of schools. It will be uploaded on this link: <https://tinyurl.com/2betdeye>.
5. Immediate, wide dissemination and strict compliance of this memorandum to all concerned is highly desired.

LORENZO O. MACASOLCOL, PhD, CESO V

Schools Division Superintendent

for the Supt: *[Signature]*

Encl.: N/A

References: as stated

MCVL/DM- MIDYEAR UPLOADING OF DPDS REPORTS AND MOVs FOR CY 2024

777 /August 13, 2024

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CIP *[Signature]*



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Doc. Ref. Code	Effectivity	Rev	Page
SDO-OSDS-001	01.08.24	00	1 of 1