



Republic of the Philippines
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

17 Jan 2025

DIVISION MEMORANDUM
SGOD No. **004** s. 2025

DESIGNATION OF DIVISION ALTERNATE PARTNERSHIP FOCAL PERSON
AND DISTRICT PARTNERSHIP COORDINATORS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. To strengthen the implementation of Adopt-a-School Program through sustained partnership and in support to schools' programs, projects, and activities, the Schools Division of South Cotabato shall designate **Division Alternate Partnership Focal Person and District Partnership Coordinators** effective immediately until revoked.
2. Anent this, **MARIA SOLEDAD O. BLANCADA**, Education Program Specialist II of the Social Mobilization and Networking (SMN) of the School Governance and Operations Division (SGOD) is designated as the Division Alternate Partnership Focal Person. As such, she is clothed with the authority to perform duties and responsibilities inherent to her designation in the absence of Division Partnership Focal Person.
3. These are the duties and responsibilities.
 - a. Provide technical support in strengthening and sustaining relationships and collaboration of education partners and stakeholders, and mobilizing resources; and providing technical assistance to support special programs and projects towards increasing access to and enhancing the delivery of quality basic education,
 - b. Prepare and implement advocacy campaign programs to increase awareness of stakeholders and gather resource support for basic education,
 - c. Monitor progress and outcome of projects and partners to identify areas for continuous improvement and sustaining partnerships and submit report to the Schools Division Superintendent (SDS),



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- d. Prepare final draft of partnership proposals for recommendation to the SDS,
- e. Prepare final draft of Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU) for recommendation to the SDS,
- f. Finalize write up and provide updates to stakeholders on the status and progress of programs and projects to provide feedback and generate continuous support,
- g. Prepare and submit report on programs supported by stakeholders (existing and new ones) to the management of the schools division as feedback on the progress and status of the programs as well as the resource requirements of school,
- h. Prepare and provide Final Report of Accomplishment of Programs supported by stakeholders to provide feedback and generate continuous support.
- i. Monitor and ensure implementation of policies, standards, and guidelines for outcomes-focused resource mobilization to maintain the integrity and credibility of the schools division to its partners and stakeholders,
- j. Design approach and method for monitoring implementation of programs and projects focused on resource mobilization and submit report to management to provide feedback and generate continuous support,
- k. Conduct action research/create innovation on factors contributing to successful participation and provision of resources for school governance, and
- l. Provide technical assistance to schools and learning centers by responding to the identified needs of the schools and learning centers in relation to social mobilization and governance and operations.

4. Further, these are the designated District Partnership Coordinators.

NO.	NAME	POSITION / DESIGNATION	DISTRICT
Municipal/District Partnership Coordinators			
1	JONAS A. FORRO	Teacher III/TIC	Banga East
2	JORGE Z. GARCENILLA	Head Teacher I	Banga North



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3	BENJO G. MANGAY-AYAM	Teacher II/TIC	Banga South
4	VENIA L. BENJIE	Teacher III/TIC	Lake Sebu East
5	JERALD D. DETORIO	Teacher II/TIC	Lake Sebu West
6	RICHARD T. PADERNAL	Teacher III/TIC	Norala
7	LEANDRO C. EXMUNDO	Principal II	Polomolok East
8	GEROEL DAGSAN	Principal I	Polomolok West
9	RONNEL C. LAMSEN	Head Teacher I	Sto. Niño
10	ARIEL C. DAMASCO	Head Teacher II	Surallah Central
11	ELSA A. DIONIO	Principal I	Surallah North
12	ALLAN S. DOMIDER	Teacher III/TIC	Surallah South
13	MELVIN GUILARAN	Head Teacher I	Tampakan
14	EMILIA C. BINGHOY	Principal I	Tantangan
15	NATHANIEL SAPORNO	Teacher I/TIC	Tboli East
16	JULIUS FLORES	Principal I	Tboli West
17	ELLEN M. MENDOZA	Head Teacher I	Tupi North
18	CRISTY A. LARA	Principal I	Tupi South

5. These are the duties and responsibilities of the District Partnership Coordinators.

- a. Ensure attendance, preparation and presentation of district partnership report (Brigada Eskwela, School Needs Data System (SNDS), DepEd Partnerships Database System (DPDS) and other partnership related reports) during Division Quarterly Partnership Coordinators Meeting,
- b. Coordinates with school partnership focal person on school partnership matters,
- c. Provide technical assistance to schools by responding or referring to possible partners the identified needs of the schools in relation to social mobilization and governance and operations,
- d. Provide technical assistance to schools in the preparation and implementation of Brigada Eskwela,
- e. Coordinates with the school partnership focal person on the updates of SNDS and DPDS ensuring submission of updated data on partnership donations,
- f. Provide technical assistance and ensure preparation and documentation of relevant partnership documents such as MOA, MOU, Deed of Donation (DOD) and Deed of Acceptance (DOA) during partnership



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engagement and coordinate with appropriate legal office for the finalization of MOAs and MOUs,

g. Provide assistance to SGOD-SMN activity as deemed necessary or as the need arises.

6. For queries and clarification, personnel concerned may contact the Division Partnership Focal Person, Jane Michelle E. Lasaca at 09171685464 or through messenger account.

7. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

ORGANIZATIONS

PARTNERSHIPS

MSOB/DM- designation of division alternate partnership focal person and district partnership coordinators
0000/January 17, 2025