



Department of Education
Region VI – Western Visayas

DIVISION OF AKLAN

Archbishop G.M. Reyes St., Kalibo, Aklan

Tel. Nos.: (036) 268-4235; 268-4234; 262-8816; 268-3097



September 6, 2018

DIVISION MEMORANDUM

No. 291, s. 2018

SUBMISSION OF THE LIST OF SCHOOL DONATIONS

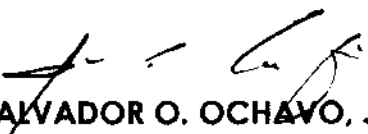

**TO: Public Schools District Supervisors (PSDSs)
Principals/Head Teacher In-Charge of the District (PIDs/HTID)
Public Elementary, Secondary and Integrated School Heads
All Others Concerned**

1. The Department honors its education partners annually through simple recognition rites for the private, non-government organizations and individuals at the *Bulwagan ng Karunungan*, DepEd Central Office (CO).
2. Under the Adopt-A-School (ASP) Program, private corporations and individual donors are invited to donate to public schools to bridge education resource gaps. In exchange, donors can avail of tax rebate from the government.
3. The Schools Division Office (SDO) of Aklan will forward to the Central Office External Partnership Services Division the list of private, non-government organizations and individual partners/stakeholders of the schools of Aklan to acknowledge their donations.
4. Attached herewith are the templates to be accomplished by schools in acknowledgement of their supportive private partners/stakeholders for the past three (3) school years (SY) to be submitted to the SDO on or before **September 28, 2018 5:00 o'clock PM.**
5. To be attached with the list is/are supporting documents such as deed/s of donation of real property, deed/s of donation, deed/s of acceptance, contract/s of usufruct, acknowledgement/delivery receipt/s and/or other mode/s of verification.
6. Expenses to be incurred shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. For more information, all concerned may contact the **Social Mobilization and Networking Section**, Department of Education (DepEd) Division

"May katawhayan ag kalipayan sa among mga escuelahan."

Office, Arch. Reyes St., Kalibo, Aklan through email address: marbiengregory.parek@deped.gov.ph or at telephone no. (036) 268-3605.

8. Immediate dissemination of and compliance with this Memorandum is desired.


Dr. SALVADOR O. OCHAVO, Jr., CESO VI
Schools Division Superintendent 

Enclosure: as stated

Reference: DepEd Order No. 2, s. 2013

<https://www.pressreader.com/philippines/the-philippine-star/20121028/281990374775621>

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

EMPLOYEES
OFFICIALS
PROGRAMS
PUPILS/STUDENTS
SCHOOLS
TEACHERS

/mgp

"May katawhayan ag kalipayan sa among mga escuelahan."



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LIST OF DONATED SCHOOL BUILDINGS*

District of _____

SCHOOL	NUMBER OF CLASSROOMS	DONOR	AMOUNT	DATE STARTED	DATE DONATED / COMPLETED	MODE OF VERIFICATION (MOVs: Deed of Donation, Contract of Usufruct, Receipts, etc.)

Prepared by: _____

Noted: _____

District Adopt-A-School Program Coordinator _____

District Head (PSDS / PID / HTID) _____

*for the past three (3) school years (SY)

Enclosure to Division Memorandum No. 29, s. 2018



Department of Education
Region VI – Western Visayas

DIVISION OF AKLAN

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RECORDS OF DONATION

District of _____

SCHOOL	SCHOOL YEAR	PARTICULAR*	QUANTITY	AMOUNT	DONOR (Source of Fund)	DATE DONATED / COMPLETED	MODE OF VERIFICATION (MOV's: Deed of Donation, Contract of Usufruct, Receipts, etc.)

Prepared by: _____

Noted: _____

District Adopt-A-School Program Coordinator _____

District Head (PSDS / PID / HTID) _____

*Records of donation on: (1) Classroom, (2) Furniture, (3) Toilet, (4) Wash Facilities, (5) Lot, (6) Learning Materials (Book, Module, Encyclopedia, Dictionary, Educational Film/CD, etc.), (7) Office Equipment, (8) ICT Equipment, (9) Construction Supply, (10) Office Supply, (11) Kitchen Utensils, (12) Science Laboratory Apparatus, and others. Make a separate record on every item of donations for the past three (3) school years.

DEED OF DONATION OF REAL PROPERTY

KNOW ALL MEN BY THESE PRESENTS:

That this DEED OF DONATION, made and entered into by and between:

(name of the corporation), an organization/corporation agency duly organized and existing under the laws of the Republic of the Philippines, with office address at _____ represented in this transaction by its _____ (designation), _____ (name of the representative), herein referred to as the "DONOR";

-and-

The (name of School), an Agency of the government, with principal address at _____, represented by its Principal/School Head, (name of the representative) herein referred to as "DONEE";

WITNESSETH:

That the DONOR is the owner in fee simple of a certain parcel of land consisting of an area of _____ square meters, together with all improvements thereon situated at _____ Philippines, covered by Transfer (Original) Certificate of Title No. _____, of the Register of Deeds of _____ and more particularly described as follows:

TCT No. _____
(Description based on title)

That for and in consideration of a desire to contribute a share for a cause of education and the Filipino students which the DONEE inspires in the DONOR, and as an act of liberality, and generosity, the DONOR hereby voluntarily and freely transfers and conveys, by way of donation to the DONOR his successors and assigns, all the rights, title and interest which said DONOR has in the above described real property, together with all the buildings and improvements found therein, free from all liens, encumbrances and charges whatsoever.

That the DONOR hereby warrants for the purpose of giving full effect and validity to this donation, that DONOR, has the legal right to make this donation of said property being to free portion under the new Civil Code and other existing laws, which he can freely dispose of.

That the DONEE hereby accepts the donation and has taken legal possession of the property and hereby expresses his appreciation and gratefulness for the kindness and generosity of the DONOR.

IN WITNESS WHEREOF, the DONOR and the DONEE have hereunto subscribed their names
_____ day of _____, 20__.

THE DONATION IS ACCEPTED:

Republic of the Philippines
Represented by Department of Education

By: _____
NAME
(Principal/School Head)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

_____) ss.

BEFORE ME this _____ (date) _____, personally appeared:

NAME	DETAILS	ISSUED ON/AT
_____	_____	_____
_____	_____	_____

Known to me and to me known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is their free and voluntary act and deed, and that of the corporations herein they represented. This Memorandum of Agreement consists of ___ pages including this page in which this acknowledgement is written, signed by the parties in their instrumental witnesses each and every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

DEED OF DONATION

KNOW ALL MEN BY THESE PRESENTS:

This Deed of Donation made and executed by the _____ (donating organization) herein represented by its _____ (title of representative) _____ (name of representative) with office address at _____, hereinafter called the **DONOR**

-- in favor of --

The **DEPARTMENT OF EDUCATION** herein represented by its _____ (name of the representative) with office address at _____, hereinafter called the **DONEE**.

WITNESSETH

That for and in consideration of a desire to contribute a share for the cause of the education of Filipino learners through the Adopt-a-School Program of the Department of Education, the DONOR has freely and voluntarily given, transferred and conveyed by way of donation to the DONEE, its successors and assigns free and clear of any and all liens and encumbrances whatsoever all its rights, interests and title on:

" _____ "

Details of the Donation	Amount	Schools & Addresses
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL _____

(Note: Use Annex page for more details of the donation)

IN WITNESS WHEREOF, the DONOR has hereto subscribed herself/himself this ___ day of _____, 2012.

(Signature over Donor's Name)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) ss.

BEFORE ME this (date), personally appeared to me with

_____ CTC# _____ Issued on/at _____
_____ CTC# _____ Issued on/at _____

Known to me and to me known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is free and voluntary act and deed, including that of the entities that they represent.

This instrument refers to a Deed of Donation that consists of ___ page, including this whereon this acknowledgement is written, and which is signed by the parties concerned on each and every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

DEED OF ACCEPTANCE

The DONEE, for and in behalf of the School, hereby accepts and acknowledges the donation from the _____ (Donor)

For and in behalf of the school, the DONEE expresses his/her most sincere appreciation for the benevolence shown by the DONOR.

Details of the Donation

Amount

In witness whereof, the DONEE has set his/her hands this _____ (date)
in _____ (place).

(Signature over School Principal's Name)

NAME OF SCHOOL / ADDRESS

SIGNED IN THE PRESENCE OF:

(Signature over Printed Name)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____) ss.

BEFORE ME this _____ (date), _____, personally appeared:

_____ CTC# _____ Issued on/at _____
_____ CTC# _____ Issued on/at _____

Known to me and to me known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is free and voluntary act and deed, including that of the entities that they represent.

This instrument refers to a Deed of Acceptance that consists of 1 page, including this whereon this acknowledgement is written, and which is signed by the parties concerned on each and every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

THE DONATION IS ACCEPTED:

Republic of the Philippines
Represented by Department of Education

By: _____
NAME
(Principal/School Head)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

_____) ss.

BEFORE ME this _____ (date) _____, personally appeared:

NAME	DETAILS	ISSUED ON/AT
_____	_____	_____
_____	_____	_____

Known to me and to me known to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is their free and voluntary act and deed, and that of the corporations herein they represented. This Memorandum of Agreement consists of ___ pages including this page in which this acknowledgement is written, signed by the parties in their instrumental witnesses each and every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

Doc. No. _____

Page No. _____

Book No. _____

Series of _____