

## 1. PROVIDING TECHNICAL ASSISTANCE

### **SERVICE DESCRIPTION**

Pursuant to R.A. 8525 known as the Adopt-A-School Program, which gives the private sector an opportunity to become dynamic and strong partners towards the noble goal of educating all Filipinos. Under the adopt- a School program, stakeholders/donors are entitled to receive tax incentives plus an additional deduction from the gross income equivalent to 50% of the total expenses incurred.

To assist the Schools to identify potential donors to address the identified needs of the School.

<b>Office or Division:</b>	Social mobilization and networking			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)			
<b>Who may avail:</b>	External and Internal stakeholders (school heads/ASP coordinators/parents/learners/LGU officials)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>List of school needs</b>		<b>External clients and school heads</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.identifying the needs of the school	1.1received submitted top 3 school needs from the schools	None	5 minutes	Record clerks
	1.2 review and evaluate submitted needs of the schools	None	15 minutes	Division ASP/BE focal Person
	1.3 identify the priority needs of the schools	None	25 minutes	Division ASP/BE focal Person
2.Receiving/sending of phone-in	2.1 assessment of the incoming inquiries	None	5 minutes	Division ASP/BE focal Person

emails, text messages, social media based and walk in SMN related inquiries	2.2 identify the nature of inquiry	None	5 minutes	Division ASP/BE focal Person
	2.3 redirect/respond to the inquiry	None	5 minutes	Division ASP/BE focal Person
3.a.Provision of technical assistance	3.a.1 identify the type of needs of the school (paper works/documentation-MOA/MOU)	None	2 minutes	School Heads/ School ASP coordinators/ SMN-EPS II
	3.a.2 evaluate the type of assistance needs of the school	None	5 minutes	School Heads/ School ASP coordinators/ SMN-EPS II
	3.a.3 drafting together the needed documentation.	None	5 minutes	School Heads/ School ASP coordinators/ SMN-EPS II
b. Provision of technical assistance	3.b.1 Identifying the submitted needs of the school	None	3 minutes	Division ASP/BE focal Person
	3.b.2 identifying possible partners	None	5 minutes	Division ASP/BE focal Person
	3.b.3 resourcing/ outsourcing	None	3 days	Division ASP/BE focal Person
	3.b.4 distribute gathered resources to the schools	None	30 minutes	Division ASP/BE focal Person, donors

4. preparing and submitting of reports or referrals to appropriate authorities	4.1 gathering of data	None	2 hrs	Division ASP/BE focal Person
	4.1 consolidation of data	None	2 hrs	Division ASP/BE focal Person
	4.2 submission of report to appropriate authorities	None	3 minutes	Clerks/secretary, SGOD Chief, SDS,
<b>TOTAL:</b>		<b>None</b>	3 days 4 hrs	