

2.SUSTAINING PARTNERSHIP

SERVICE DESCRIPTION

In view of 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. Therefore, this program allows to create and maintain a stable partnership with the government, Non-Government organizations, associations and other private individuals to obtain strong sustainability goals.

Office or Division:		Social mobilization and networking		
Classification:		Simple		
Type of Transaction:		Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)		
Who may avail:		External and Internal stakeholders (school heads/ASP coordinators/parents/learners/LGU officials)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of school needs		External clients and school heads		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Preparing WFP, Project Proposals and Memorandum	1.1 plan the activity to be implemented	None	5 minutes	Division ASP/BE focal Person
	1.2 distribute budget from the available downloaded funds	None	5 minutes	Division ASP/BE focal Person
	1.3 approval of the work financial plan	None	5 minutes	SGOD Chief, SDS
	1.4 for approval of	None	5 minutes	Division ASP/BE focal Person

	project proposal			SGOD Chief, SDS
	1.5 approval of Division Memorandum	None	5 minutes	SDS
	1.6 posting of approved Division Memorandum	None	5 minutes	AO records
2.Implementatin g partnership activities: Orientation of School heads and School ASP/BE coordinators	2.1 plan of activities	None	10 minutes	Division ASP/BE focal Person
	2.2 draft/distribute letter of invitation to speakers (if any), and other participants	None	2 hrs	Division ASP/BE focal Person
	2.3 preparation of logistics	Budget from SARO	3 hrs	Division ASP/BE focal Person, TWG
	2.4implementa tion of the program	Budget from SARO	1 day	Division ASP/BE focal Person,
3.Accepting and consolidating ASP quarterly report Best BE implementers and submitting to appropriate offices	3.1gathering of data	None	2 hrs	Records
	3.2 evaluation and consolidation of data/report	None	3 hrs	Division ASP/BE focal Person,
	3.3 signing and approval of the consolidated reports	None	2 hrs	SGOD Chief, SDS

	3.4 submission of report to appropriate offices	None	3 minutes	Division ASP/BE focal Person,
TOTAL:		None	2 days, 4 hrs and 43 minutes	