



Republic of the Philippines
Department of Education
 REGION VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

JAN 17 2025

DIVISION MEMORANDUM

No. 038, s. 2025

**2025 SUBMISSION OF PARTNERSHIP DIRECTORY AND STAKEHOLDERS' PROFILE
 AND SCHOOL NEEDS ASSESSMENT FORM**

To: Asst. Schools Division Superintendent
 Chief of SGOD and CID
 Public Schools District Supervisors
 School Heads of Public Elementary and Secondary Schools
 All others concerned

1. This is to inform the field about the submission of the 2025 Partnership Directory, Stakeholders Profile, and School Needs Assessment Form, with the following templates attached in the annexes.
2. These templates follow the partnership M and E tool needed and provided by the Regional Office. Further, submitting the 2025 Partnership Directory, Stakeholders' Profile, and School Needs Assessment Form is essential for the Social Mobilization and Networking Unit to collect comprehensive data on partnerships and stakeholders, guide effective resource allocation, evaluate program effectiveness, provide technical assistance in generating and mobilizing resources, and support strategic planning.
3. School heads are required to facilitate the submission of these documents, and for those schools with PDO 1, they shall assist in the submission and consolidation of this report.
4. The deadline for submitting these documents is **January 24, 2025**. Please submit hard copies to the Records Office. Soft copy templates can be found at this link <https://tinyurl.com/4zxbdpyj> . Also, a word file soft copy is hereby requested to be sent at this Google Drive link for consolidation of reports <https://tinyurl.com/yzfvwk8j> .
5. It is understood that in the conduct of this activity, there shall be no discrimination based on age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
6. Immediate dissemination and compliance of this Memorandum is desired.

DANNIE CLARK M, UGUIL, CESE

Assistant Schools Division Superintendent
 OIC- Office of the Schools Division Superintendent

(Handwritten signatures)



Enclosure : PARTNERSHIP DIRECTORY TEMPLATES
 Reference : R6 Partnership M and E Tool
 Allotment :
 No. of Pages :
 To be indicate in the **Perpetual Index** under the following subjects:

Partnership Activities

Directory and Needs Assessment

FN: /Junmarl Alconga/ SocMob /SGOD

For the SDS:

MARK ANTHONY J. TAN, PhD
 Chief Education Supervisor
 OIC- Assistant Schools Division Superintendent
 In-charge of the Division



Republic of the Philippines
Department of Education
REGION VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

(Enclosure No. 1 to Division Memorandum No. 038, s. 2025)

2025 Schools Partnership Directory and Stakeholders' Profile

Name of School: _____

Name of School Head _____ Contact Number: _____ Email Address _____

Name of Partnership Focal Person in School _____ Contact Number: _____ Email Address _____

Nos.	Name of Partner (Individual, organization, others)	Type of Partnership: (e.g., Academic (support to curriculum), Extracurricular, Financial Support, others)	Contact Number / Contact Person	Email Address of Partner	MOVs of partnership (Please indicate existing documents like MOA, MOUs, DODs, including dates notarized or signed) Example: Alumni Association MOA signed last _____
1.					
2.					



Republic of the Philippines
Department of Education
REGION VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

Prepared by:

(School Partnership Focal Person)

Noted:

(School Head)



Republic of the Philippines
Department of Education
REGION VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

2025 Schools Partnership Needs Form

Name of School: _____ District: _____

	Partnership Needs	Strategies/Plan of Action	Target Partner/s	T/A needed from Division Office SOCMOB UNIT
1.				
2.				
3.				
4.				
5.				
6.				
7.				



Republic of the Philippines
Department of Education
REGION VI- Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

8.				
9.				
10.				

Issues and Concerns:

Prepared by:
(School Partnership Focal Person)

Noted:
(School Head)