



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

April 18, 2023

DIVISION MEMORANDUM

No. 092, s. 2023

**REITERATION OF THE MONTHLY SUBMISSION OF
DPDS TRANSMITTAL REPORT**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors/ OIC-PSDSs
Senior Education Program Specialists and EPS II-SMN
Elementary/ Secondary/ Integrated School Heads
All Others Concerned

1. This Office is reiterating to all School Heads the monthly submission of the hard copies of DepEd Partnerships Database System (DPDS) transmittal report which contain the summary of contribution to Schools Division Office five days after the duly accomplished Partnership Database Sheet (PDS) was successfully uploaded in the system.
2. The SEPS of SGOD SocMobNet will be furnishing the Office of the Schools Division Superintendent on monthly basis of the list of schools per district which are compliant of the said report and the Division Monthly DPDS Consolidated Report.
3. All items donated to the school for each month must be encoded in the downloadable PDS immediately upon receipt of donation/s to avoid further delay in the preparation of required reports.



Balogo Sports Complex, Brgy. Balogo, East District,
Sorsogon City, 4700
(056) 421-5421
sorsogon@deped.gov.ph
depedsorsogon.com.ph



CIP 5461/21/05/1163

4. Schools that need technical assistance along DPDS Report preparation may request the presence of Mr. Bernard D. Estrada, Division Partnership Focal Person to be in your school and be properly assisted subject to his availability and approval of this office.
5. The PSDS/ OIC-PSDSs are also requested to monitor the schools' submission of DPDS Reports to ensure 100% compliance.
6. For information, guidance and compliance.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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