




**March 18, 2019**

**DIVISION MEMORAN DUM**  
No. 074 s. 2019

**Submission of Adopt a School 2019 First Quarter Report**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In connection with the Adopt-A- School Program, the deadline of submission of the 2019 First Quarter Report through the DepEd Partnerships Database System (DPDS) is on March 25, 2019
2. All schools must accomplish the DPDS on or before the set deadline. The system will be locked on March 28, 2019.
3. The procedure of submission which was disseminated through the Orientation on DPDS and soft copies provided via email of concerned personnel shall be strictly followed.
4. To reiterate, the following are the basic steps in accomplishing the DPDS:
  - a. Open your browser. Type in the address bar the URL [partnershipsdatabase.deped.gov.ph](http://partnershipsdatabase.deped.gov.ph).
  - b. You will be redirected the log in page. Enter username (depd email account) Enter password abc@123(default) or your preferred password.
  - c. Once successfully logged in, download template, input data and save using the format pds\_r1\_ilocos sur\_ school name\_ school id\_q1\_2019.
  - d. Upload the accomplished template.
5. For information, guidance and compliance.

  
**GEMMA Q. TACUYCUY, CESO V**  
Schools Division Superintendent

