



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

8 Apr 2026

DIVISION MEMORANDUM

No. 189, s. 2026

**STRENGTHENING REPORTING, MONITORING, AND COORDINATION
MECHANISMS OF THE SOCIAL MOBILIZATION AND NETWORKING UNIT**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
OIC Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to **Department of Education Order No. 40, s. 2015**, otherwise known as the “*Guidelines on K to 12 Partnerships*,” and in support of the banner program **SMN-BALIKATAN: Bayanihan at Lakas para sa Integridad at Kalidad na Edukasyong TANGAN**, this Office establishes strengthened reporting, monitoring, and coordination mechanisms of the Social Mobilization and Networking Unit to further enhance partnership-building efforts in the Schools Division Office (SDO) of Batangas Province.

2. This Memorandum aims to provide clear guidelines to enhance reporting, monitoring, and coordination mechanisms, ensuring the timely submission of reports and effective implementation of partnership programs aligned with the objectives of **SMN-BALIKATAN** across SDO Batangas Province.

3. All schools are required to submit the **Division Partnership Database System (DPDS)** report every **6th day of the month**, covering data from the preceding month.

4. All partnership focal persons are directed to maximize the use of the official Google Site for submission, updating, and monitoring of reports and data through the link below:

<https://sites.google.com/depd.gov.ph/smn-batangasprovince>

The site shall be utilized for the following:

- Brigada Quick Count
- Updating of Coordinators
- Monitoring Forms
- Progress Reports
- DPDS Transmittal
- DPDS Transmittal Summary
- Online Technical Assistance



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone: (043)722-1840 / 722-1796

Email Address: deped.batangas@deped.gov.ph

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5. A **quarterly reporting mechanism** shall be conducted either virtually or face-to-face, to be hosted by the assigned Congressional District (CD), as follows:


Date	Host
April 2026	CD 1
July 2026	CD 2
October 2026	CD 3
January 2027	CD 4

6. Continuous progress and partnership monitoring shall be conducted throughout the year, either virtually or face-to-face. Specific schedules shall be communicated accordingly.

7. All concerned are enjoined to strictly adhere to these guidelines and ensure the timely submission of requirements to support data-driven decision-making and strengthen partnerships in line with **SMN-BALIKATAN** and the provisions of DepEd Order No. 40, s. 2015.

8. For questions and clarifications, you may contact **Anabel E. Magalona**, Senior Education Program Specialist at anabel.magalona@deped.gov.ph

9. Immediate dissemination of this Memorandum and full compliance with this are hereby directed.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl.: Partnership Monitoring Tool, Partnership Progress Monitoring Tool
Reference: DepEd Order No. 40, s. 2015

To be indicated in the Perpetual Index under the following subject:

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DIVISION PARTNERSHIP MONITORING TOOL

Name of School: _____ Sub-Office: _____
 School Address: _____ Enrollment Data: Male _____ Female _____
 School ID: _____ Email Address: _____
 Name of School Head: _____
 Designation: _____

Direction: Please check the item that corresponds to your answer using the indicator below:

Legend: E- Evident NE- Not evident ENE- Evident Not Enough

INDICATORS	E	NE	ENE	MOVs PRESENTED
1. derived partnership activities from the priority improvement areas in the SIP				
2. present the school needs assessment result to the stakeholders and potential partners with identified number of beneficiaries				
3. establishes organized information system				
4. crafted localized policies and standards for partnership building				
5. well-documented partnership agreements and donations (MOU/MOA,DOD/DOA)				
6. involves various stakeholders in school PPAs				
7. embed partnership activities in curriculum content				
8. ensure that partnership outputs are reported in the DPDS				
9. measures the impact of partnership in students' achievement and school goals				
10. create a strategic plan for sustainability of long-term partnerships				

Remarks: _____

CONFORMED:

NAME AND SIGNATURE OF THE MONITOR

Date: _____

NAME AND SIGNATURE

Date: _____



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DIVISION PARTNERSHIP PROGRESS MONITORING TOOL

Partner Organization: _____

Program/Project: _____

School/Office: _____

Monitoring Date: _____

Status: Ongoing Completed

INDICATORS	MOVs PRESENTED	REMARKS
<p>A. PRE-IMPLEMENTATION</p> <p><input type="checkbox"/> Partnership identified and aligned with school needs</p> <p><input type="checkbox"/> Initial coordination/meeting conducted</p> <p><input type="checkbox"/> Roles and responsibilities clarified</p> <p><input type="checkbox"/> MOA/MOU/Agreement prepared and/or signed</p> <p><input type="checkbox"/> Work and Financial Plan (if applicable) prepared</p>		
<p>B. IMPLEMENTATION</p> <p><input type="checkbox"/> Resources (materials/funds/services) delivered</p> <p><input type="checkbox"/> Activities conducted as scheduled</p> <p><input type="checkbox"/> Beneficiaries properly identified and served</p> <p><input type="checkbox"/> Stakeholders actively participated</p> <p><input type="checkbox"/> Documentation (photos, attendance, reports) completed</p>		
<p>C. MONITORING & SUPPORT</p> <p><input type="checkbox"/> Monitoring visit conducted</p> <p><input type="checkbox"/> Issues/concerns identified and recorded</p> <p><input type="checkbox"/> Immediate actions/interventions provided</p> <p><input type="checkbox"/> Coordination with partner sustained</p> <p><input type="checkbox"/> Adjustments made (if needed)</p>		
<p>D. OUTPUTS & RESULTS</p> <p><input type="checkbox"/> Target outputs delivered (e.g., classrooms repaired, materials distributed)</p> <p><input type="checkbox"/> Objectives of the partnership achieved</p>		



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<input type="checkbox"/> Positive impact observed on learners/school <input type="checkbox"/> Feedback gathered from beneficiaries <input type="checkbox"/> Accomplishment report prepared		
E. SUSTAINABILITY & CLOSURE <input type="checkbox"/> Turnover/acceptance completed (if applicable) <input type="checkbox"/> Sustainability plan established (maintenance, follow-up activities) <input type="checkbox"/> Partnership formally recognized/acknowledged <input type="checkbox"/> Opportunities for future collaboration identified <input type="checkbox"/> Partnership officially closed (for completed projects)		

F. OVERALL ASSESSMENT

Rate the partnership (check one):

Excellent Very Satisfactory Satisfactory Needs Improvement

G. REMARKS / NEXT STEPS

CONFORMED:

NAME AND SIGNATURE OF THE MONITOR

Date: _____

NAME AND SIGNATURE

Date: _____



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