



Send - 4995

Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

APR 30 2026

DIVISION MEMORANDUM

No. 308, s. 2026

2026 SUBMISSION OF PARTNERSHIP DIRECTORY AND STAKEHOLDERS' PROFILE AND SCHOOL NEEDS ASSESSMENT FORM

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
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 2026 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 2026 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 **May 11, 2026, Monday**. Please submit hard copies to the Records section. Soft copy templates can be found at this link: <https://11nk.dev/9fprq4a>. Also, a Word file soft copy is hereby requested to be sent at this Google Drive link for consolidation of reports <https://11nk.dev/4k8j1jx>
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, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent



Enclosure : Partnership Directory Templates
Reference : Partnership M&E
Allotment : N/A
No. of Pages: **5**
To be indicated in the **Perpetual Index** under the following subjects:

PARTNERSHIP ACTIVITIES

DIRECTORY AND NEEDS ASSESSMENT

FN: jamespsabio/SOCMOB/SGOD



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph



Republic of the Philippines
Department of Education
 NEGROS ISLAND REGION
 SCHOOLS DIVISION OF SAGAY CITY

(Enclosure No. 1 to Division Memorandum No. 302 s. 2026)

2026 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
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

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

Prepared by:

Noted:

(School Partnership Focal Person)

(School Head)



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

2026 Schools Partnership Needs Form

Name of School: _____ District: _____

Nos.	Partnership Needs	Strategies/Plan of Action	Target Partner/s	T/A Needed from Division Office SOCMOB Unit
1.				
2.				
3.				
4.				
5.				

Issues and Concerns:

Prepared by:

Noted:

(School Partnership Focal Person)

(School Head)



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph