

Republic of the Philippines

Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

MAR 1 1 2025

DIVISION MEMORANDUM No. 122, s. 2025

REITERATION ON THE SUBMISSION PARTNERSHIP DATA REPORTS ON THE ENHANCED DEPED PARTNERSHIPS DATABASE SYSTEM (DPDS)

To: Assistant Schools Division Superintendent

Chief Education Supervisors

Education Program Supervisors

Public Schools District Supervisors

Public Elementary and Secondary School Heads

All Others Concerned

- In line with our continuous efforts to strengthen and sustain partnerships that support our schools, this Office would like to reiterate the importance of timely and accurate submission of partnership data reports through the Enhanced DepEd Partnerships Database System (DPDS). The deadline for the submission of the monthly partnership report is on the 6th day of the succeeding month.
- As per DepEd guidelines, all schools are required to encode and update their partnership engagements in the DPDS to ensure proper documentation, monitoring, and evaluation of education support initiatives.
- 3. In this regard, we kindly remind all School Heads and Partnership Focal Persons to adhere to the following:
 - Ensure Accuracy and Completeness All partnership data entries must be complete, up-to-date, and reflect actual engagements.
 - Timely Submission Schools must submit their partnership reports on or before the set deadline to avoid delays in data consolidation.
 - Compliance with Guidelines Follow the prescribed format and procedures for data encoding and validation in the DPDS.
 - Coordination and Support Partnership Focal Persons are encouraged to coordinate with the Schools Division Office (SDO) Partnerships Coordinator through socmob.bataan@deped.gov.ph for any clarifications or technical assistance.
- 4. If the school did not receive any donations for the month, the Partnership Focal Person must still submit a report on the DPDS by encoding the entry under the general partner type as "Others" and the partner name as "None" to ensure that the system records the school as submitted.















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SCHOOLS DIVISION OFFICE OF BATAAN

- 5. Further, this Office requests all schools to submit the name of their designated DPDS Account Coordinator by completing this MS Form: https://tinyurl.com/DPDSCoordinator on or before March 21, 2025.
- 6. Attached is the DepEd Partnerships Database System User Guide for reference.
- 7. Immediate dissemination of this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO V

Schools Division Superintendent

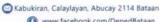
To be indicated in the Perpetual Index under the following subjects:

DepEd Partnership Database System Partnership

509**7** March 10, 2025













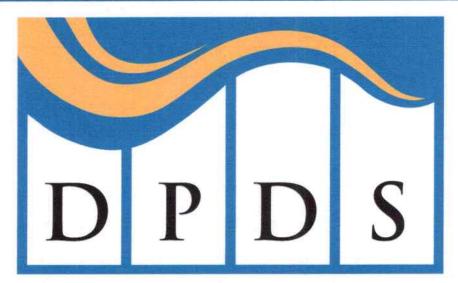


Republic of the Philippines

Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

User Support Division



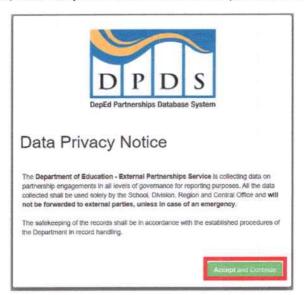
DepEd Partnerships Database System

DEPED PARTNERSHIPS DATABASE SYSTEM

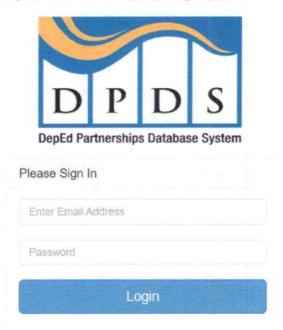
USER GUIDE

Logging In

- Log in to https://partnershipsdatabase.deped.gov.ph/.
- The Data Privacy Notice window will pop-up. Read and understand the Privacy Notice. If you agree to its terms, click Accept and Continue button to proceed to the Login Page.



3. Sign in using your DepEd Email Address (@deped.gov.ph).



Dashboard

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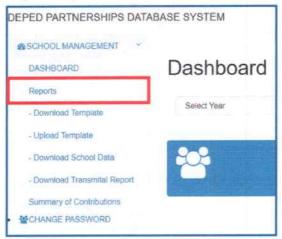
Number of Partners and Total Amount Generated can be monitored through the Dashboard.



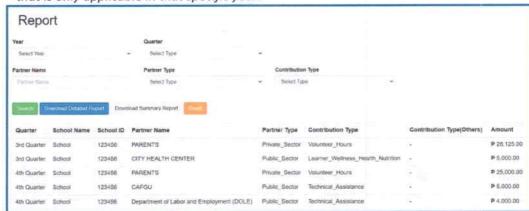
Reports

You can browse through the reports or search for the Year, Quarter, Partner Name, Partner type, and Contribution type.

Click Reports to pull up the Reports.



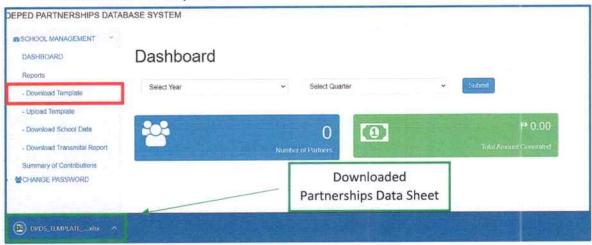
You can search and select any the following filters: Year, Quarter, Month, Partner Name,
Partner type, or Contribution type; and download it using Download Detailed Report and
Download Summary Report. *Note: If you choose 2021 and above, A Month filter will appear
that is only applicable in that specific year.



Download and Upload Template

You can download the template and upload it through the Download Template and Upload Template.

1. Select Download Template.



 You must fill out the Partnerships Data Sheet, take note that all fields are required in order to successfully upload the file; Otherwise, the file will not upload successfully. *Note: Fill out this manually, and do not copy and paste. Hereunder is the step by step procedure on How to Accomplish Partnerships Data Sheet (PDS).



- a. Open the PDS downloaded file from DPDS and click "enable content" button found at the upper right corner of the screen in the security warning sign.
- Complete the Period Indicator, School Information and Accountable Person fields, which can be found in the PDS header.
- c. Click the dropdown list under the General and Specific Partner Type column and choose the appropriate entry. For data entries that are not included in the dropdown list, click "Others (specify in remarks").
- d. Click the partner name provided in the dropdown list. May also opt to encode the Partner Name (partner organization/individual) in the given cell.
- e. Encode the Partner Contact details (email address/contact number).
- f. Click and chose the Contribution Type and Specific Contribution Type from the dropdown list. For data entries not included in the dropdown list, click "Others (specify in remarks)". The cursor will prompt the user to specify the details in the given cell.
- g. Encode the Unit of Contribution and Quantity Contributed. Unit of contribution should be encoded as "alpha" (e.g. pc., set, others) while Quantity Contributed should be encoded as "numeric" (e.g. 1, 30 ..).
- h. Encode the Actual Amount/Value of Contribution in Pesos. *Currency sign should not be encoded*. (e.g. 2000 instead of Php 2,000.00)

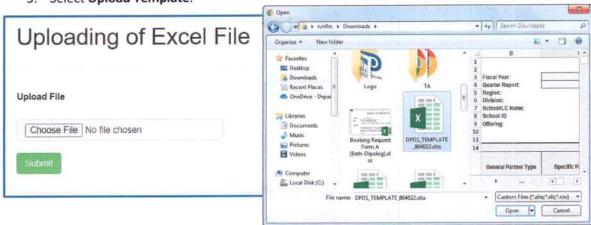
- i. Encode the No. of Beneficiary Learners and No. of Beneficiary Personnel. Click and choose the Form of Agreement from the dropdown list. For data entries not included in the dropdown list, click "Others (specify in remarks)". The cursor will prompt the user to specify the details in the given cell.
- Encode the signatory name of the partner organization/individual and his/her designation.
- k. Encode the Agreement Start Date and Agreement End Data using the format: mm/dd/yyyy. Make sure that the date setting in your Control Panel follows the said format.
- Encode the Project Category and Project Name. Click and choose the status of agreement/project from the dropdown list. For data entries not included in the dropdown list, click "Others (specify in remarks)". The cursor will prompt the user to specify the details in the given cell.
- m. Click and choose the institution who initiated the partnership from the dropdown list. For additional entry, encode the details in the next row. Do not put space or an empty row in between the entries for the system to be able to consolidate all the entries in the given template
- n. Once all the entries are encoded, save the file.

Example filename:

- pds (region) division_SchoolName_SchoolID_(month)_(quarter)_(year)
- e.g.: pds_r1_launion_launionnhs_123456_oct_q4_2021

Refer to the attached **Annex A** on the details of the PDS data elements for your reference and quidance.

3. Select Upload Template.

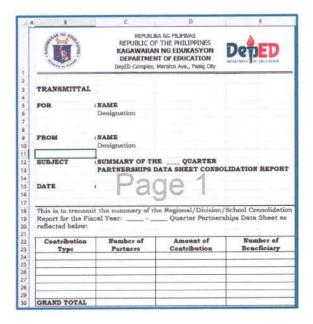


- Click Choose File, A File Manager will appear, and select the file to be uploaded in the system.
- b. Click Submit button.
- c. You will be prompted Data has been uploaded successfully; Click OK to confirm.

4. On Download School Data, you can monitor all your uploaded School Partnerships Data Sheet.



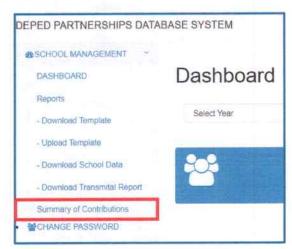
On Download Transmittal Report, this transmittal report will be submitted to the Division Office.



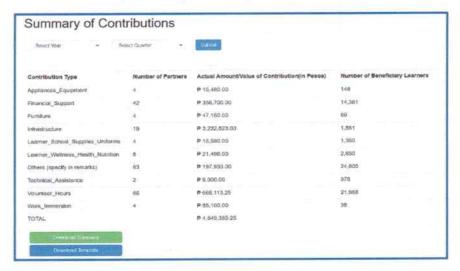
Summary of Contribution

You can monitor the Summary of Contribution the Contribution Type, Number of Partners, Actual Amount/Value of Contribution, and Number of Benificiary Learners.

1. Click Summary of Contribution.

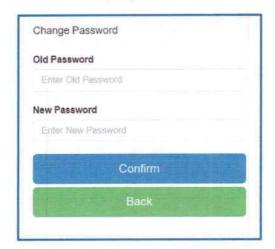


2. You can filter it by Year, Month and Quarter. You can also Download Summary. *Note: If you choose 2021 and above, A Month filter will appear that is only applicable in that specific year.



Change Password

You can change the password for the security of your account.



ANNEX A

DATA ELEMENT DESCRIPTION

PERIOD INDICATOR

No.	Data Element	Description
1	Fiscal Year	Fiscal year when the PDS was accomplished.
2	Quarter Report	Quarter of the fiscal year when the PDS was accomplished.
3	Monthly Report	Month of the fiscal year when the PDS was accomplished. (shall be available at the 4 th Quarter of 2021

SCHOOL INFORMATION

No.	Data Element	Description	
1	Region	Geographic location of school defined according to NSCB National Standard Geographic Classification Code.	
2	Division	DepEd Division (province or city) supervising the school.	
3	School/Community Learning Center Name	Official name as registered in DepEd (E-BEIS)	
4	School ID	Unique 6-digit reference number issued to schools in the basic education system (not applicable for CLC).	
5	School Offering	Classification of the level of education/curricular offering of the school/community learning center. • ES • JHS • SHS • CLC	

ACCOUNTABLE PERSON

No.	Data Element	Description
1	Prepared by	Name of the person who prepared the PDS.
2	Position/Designation	Position and Designation of the person who prepared the PDS.
3	Contact No.	Contact information of the person who prepared the PDS.
4	Date	Date when the PDS was prepared
5	Approved by	Name of the person who approved the PDS.
6	Position/Designation	Position and Designation of the person who approved the PDS.
7	Contact No.	Contact information of the person who approved the PDS.
8	Date	Date when the PDS was approved

SCHOOL / COMMUNITY LEARNING CENTER PARTNERS

No.	Data Element	Description		
1	General Partner Type	Sector classification of the partner organization/individual.		
2	Specific Partner Type	Specific classification of partner organization/individua		
		based on sector.		
	✓ Private Sector	Private Company		
		Corporate Foundation		
		 Private Individual 		
		 Others (specify in remarks) 		
	✓ Public Sector	National Government Agency		
		 Congress (House of Representative/Senate) 		
		 GOCC (Government-owned and controlled 		
		corporations)		
		LGU-Province: Local Funds		
		LGU-Province: SEF		
		 LGU-Municipality: Local Funds 		
		LGU-Municipality: SEF		
		LGU-City: Local Funds		
		LGU-City: SEF		
		LGU-Barangay: Local Funds		
		LGU-Barangay: SEF		
		 State Universities and Colleges (SUCs) 		
		Others (specify in remarks)		
	✓ Civil Society Organization	Non-Government Organizations		
	, , ,	Faith-Based Organizations		
		People's Organizations		
		Professional Associations		
		Cooperatives		
		Trade Unions		
		Media Associations		
		Others (specify in remarks)		
	✓ International	Government		
	- international	INGO-International		
		Non-Government Organizations		
		Others (specify in remarks)		
3	Partner Name	Name of the partner organization/individual.		
4	Partner Name Partner Contact Details	Contact information of the partner organization/individual		
**	raither contact betails	contact information of the partner organization/individual.		

PARTNER'S CONTRIBUTIONS

No.	Data Element	Description
1	Contribution Type	Class of partner's contribution
		Advocacy Support
		Appliances
		Attendance
		 Disaster Prevention and Emergency Kits
		 Disinfection and Cleaning Supplies and Equipment
		 Educational Field Trip and Similar Activities
		Financial Literacy
		Financial Support
		Furniture
		 ICT Equipment and Technology
		Infrastructure
		 Learner's school supplies and uniforms
		 Learner's wellness, health and nutrition
		 Learning Session on Health and Wellness of
		Personnel
		 Mental Health and Psychological Support Services
		 Printed and Electronic Learning Materials
		Policy Support
		Technical Assistance
		Transportation Support
		 TV and Radio Broadcast/Airtime and Learning
		Management System (LMS)
		Use of facilities
		Volunteer Hours
		Work Immersion
		 Others (specify in remarks)
2	Specific Contribution Type	Specific Type of contribution based on class
	Advocacy Support	None
	 Appliances 	Air-conditioning Units
		CCTV
		DRR Equipment
		Electric Fans
		Microwave
		Television
		Wall/Alarm Clock
		Gardening Tools
		Gas Stove
		Glassware
		Kitchenware
		Oven

	Low policy of a ringer
	Radio System
	Science Laboratory Equipment
	Solar Panels
	Sound System
	Sports Equipment
	Sprinkler
	Others (specify in remarks)
 Attendance 	None
 Disaster Prevention and 	Fire Extinguishers
Emergency Kits	Emergency Lights
	Hard Caps
	Whistle with Lace
	 Personal Protective supplies (facemask, shield,
	hand gloves, eye googles, PPEs, etc.)
	Go Bags
	DRR Equipment
	Fire Alarm
	Fire Hose
	Thermal/Temperature Scanner
	First Aid/Emergency Kits
	Medical Consultation
	Food Items and Food Supplements
	Medical Services, Supplies and Equipment
	Others (specify in remarks)
Disinfection and	Hand Sanitizers
Cleaning Supplies and	Alcohol
Equipment	Disinfectants
	Anti-Bacterial or Germicidal Soaps
	Cleaning Equipment
	Personal Hygiene
	Misting Machine
	Foot Bath
	Others (specify in remarks)
Educational Field Trip	None
and Similar Activities	
Financial Literacy	None
Furniture	Armchairs
, william v	Blackboard
	Desks
	• Door
	Monoblock chairs
	Shelves/cabinets
	Sofa/sala sets

	Tables
	Teachers' Chair
	Teachers' Table
	 Window/panels
	Other furniture (specify in rmarks)
 ICT Equipment and 	 Computer Peripherals
Technology	 Computers
l.	DVD Player
	DVD/CD
	Earphone/Headphone
	E-books
	E-channel Subscription
	Fax Machine
	Flashdrive
	Internet Connectivity
	Ipad/Tablets
	Laptops
	LCD Projector
	Photocopier
	Printer
	Scanner
	Software
	Telephone Line
	Monitors
	Interactive Whiteboard
	White Screen
	Solar Panels
	Electricity
	Car Batteries
	Generator
	Premium membership in remote working tools
	(Zoom, Ms. Teams, etc.)
	Prepaid Load card (Call, text and data)
	Hard drive and USB Storage
	Risograph/Duplo Machine
	Voice Recorded
	Others (specify in remarks)
Infrastructure	New Classroom construction
- anni doct decare	Classroom repair
	New comfort room construction
	Comfort room repair
	Hardware/construction materials
	New laboratory construction
	- New laboratory construction

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	Laboratory repair
	New library construction
	Library repair
	 New handwashing facility construction
	 Handwashing facility repair
	 New covered court construction
	 Covered court repair
	 New stage construction
	Stage repair
	 New pathwalk construction
	 Pathwalk repair
	 Construction of fence and gate
	 Fence and gate repair
	 Water system provision
	Water system repair
	 Electrical facilities provision
	Electrical facilities repair
	 Construction of sports facilities
	Repair of sports facilities
	 Construction of school signage
	School signage repair
	Land/real property donation
	Paint and Painting supplies
	 Installation of Flag Pole and Flags
	Installation of Watch Tower
	 Other new construction (specify in remarks)
	Other repair (specify in remarks)
Learner's school	Bags
supplies and uniform	Bicycles
	Boats
	Books
	Copy Papers
	Footwear
	• Lamps
	Leaflets
	Learning modules
	Reference materials
	School supplies
	Uniform
	Other (specify in remarks)
Learner's Wellness,	Assistive Devices
health and Nutrition	Dental services
The state of the s	• Eyeglasses
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	 Feeding program Medical check-up Medicine Personal hygiene Physical Fitness Activities Rubber mat
	 Rubber mat Seedlings/sapling Seeds
	 Sports clinic Vitamins Others (specify in remarks)
 Learning Sessions on Health and Wellness of Personnel 	 Capacity Building (Webinar or Face-to-Face) Insurance Scholarship grant Training, Skills Development Teaching and Learning Aids and Devices Wellness, Health and Nutrition Packages Others (specify in remarks)
Mental Health and Psychosocial Support Services	 Provision of Psychological First Aid Mental Health Survey Consultation with Professional Psychologist Mental Health Check up Mindfulness Exercises and Activities Others (specify in remarks)
 Printed and Electronic Learning Materials 	 Self-Learning Modules (SLM)/Electronic and printed Printed Learning Materials (Textbook, Activity Sheets, Study Guides, Reference Materials Reproduction and Distribution of Printed Materials Others (specify in remarks)
Policy Support	None
Technical Assistance	None
Transportation Support	 Bicycles Boat Bus Car Jeepney Motorcycles Pick-up Vans Logistics and Delivery Transportation Allowance Others (specify in remarks)

	TV and Radio	Antenna/Cable or Satellite Connection
	Broadcast/Airtime and	Online Learning Platform – Learning Management
	Learning Management	System
	System (LMS)	 Indigenous Mode of Communication
		Radio with AM/FM Channel Airtime
		TV Channel and Airtime
		Others (specify in remarks)
	 Use of Facilities 	Work Immersion workshop
		Livelihood
		Venue for Special Events
		Venue for Religious Events
		Others (specify in remarks)
	Volunteer Hours	Brigada Pagbasa
		Carpentry
		Electrical/electronics
		Landscaping/gardening
		Masonry
		Ordinary labor
		Painting
		Plumbing
		 Professional Services (Medical/legal/etc.)
		Tutorial learning sessions for online learnings
		Others (specify in remarks)
	Work Immersion	Academic
		TVL
		Sports
		Arts and Design
		Services of Work Immersion Partner Institution
		Supervisor
		Allowances ((meals and transportation)
		Grant on Certification and Assessment
		Others (specify in remarks)
	Others (specify in	
	remarks)	
3	Unit of Contribution	Unit by which the partners' contribution is measured. (i.e.
		piece, classroom constructed, set, classroom, Php, activities
		attended, etc.)
4	Quantity Contributed	Number of units that the partner contributed. (i.e. if the
		contribution was 5 classroom, write "5" as quantity
		contributed)
5	Actual Amount / Value of	Value of partners' contribution in pesos.
•	Contribution (in Pesos)	Number of leaves that be fined for the
6	Number of Beneficiary Learners	Number of learners that benefitted from the partners' contribution
		Contribution

7	Number	of	Beneficiary	Number of teaching and/ or non-teaching personnel that
	Personnel			benefitted from the partners' contribution.

PARTNERSHIP AGREEMENTS

No.	Data Element	Description
1	Form of Agreement	Document by which the partnership was formalized.
		Memorandum of Agreement
		Memorandum of Understanding
		Deed of Donation
		Usufruct
		Acknowledgment Receipt
		No signed Agreement
		Others (specify in remarks)
2	Signatory Name	Name of the signatory of agreement from the partner
		organization.
3	Signatory Designation	Designation of the signatory of agreement from the partner
		organization.
4	Agreement start date	Date when the agreement was signed
5	Agreement end date	Date when the agreement ended
6	Project Category	Brigada Eskwela
		Other Category
7	Project Name (if applicable)	Name of the project as indicated in the agreement
8	Status of agreement/project	Status of the implementation of the agreement/project
		Completed
		On-going
		For implementation
		Pending
		 Others (specify in remarks)
9	Remarks	Relevant information that may affect the
		project/partnership or entry for other data field options.
10	Initiated by	Office that initiated the partnership
		Central Office
		Regional Office
	1	 Schools Division Office
		• School