DepEd Regional Office No. 02

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Date Created: 11/04/2026

Republic of the Philippines

Department of Education

EXTERNAL PARTNERSHIPS SERVICE

CO-EPS-No.10-_____-s,2026

MEMORANDUM

DEPED REGIONAL OFFICE 02 RECEIVED DATE: 04 NOV 2026 BY: RECORDS SECTION

FOR : **ALL REGIONAL DIRECTORS**

ATTENTION : **REGIONAL PARTNERSHIP FOCAL PERSON**
DIVISION PARTNERSHIP FOCAL PERSON

DEPARTMENT OF EDUCATION RECEIVED Date: 06 NOV 2026 Time: 12:22 By: DIVISION OF NUEVA VIZ

FROM : **HERO S. HERNANDEZ**
Director IV
External Partnerships Service

SUBJECT : **SUBMISSION OF TAX INCENTIVE APPLICATION UNDER THE ADOPT-A-SCHOOL PROGRAM (ASP)**

DATE : October 19, 2026

The External Partnerships Service (EPS) respectfully requests all Regional Directors, through the Regional Partnership Focal Persons and in coordination with the Division Partnership Focal Persons, to remind their respective education partners participating in the Adopt-a-School Program (ASP) to submit the documentary requirements for the availment of tax incentives for Fiscal Year (FY) 2026.

The deadline for submission of the complete documentary requirements is **February 11, 2027.** Regional and Division Partnership Focal Persons are requested to actively follow up with partners and encourage them to submit their documents before the deadline to provide sufficient time for EPS to review the submissions, verify completeness, and facilitate the preparation of the corresponding tax endorsement.

Please remind partners to ensure that all documents are complete, properly accomplished, and signed and notarized where required, in accordance with Republic Act No. 8525, otherwise known as the Adopt-a-School Act of 1998, and applicable provisions of BIR Revenue Regulations No. 013-2025.

The documentary requirements for tax incentive availment are as follows:

1. Signed and notarized Memorandum of Agreement (MOA);

MEMORANDUM	Date: 11/12/2026	Released (Records):
To:	(✓) PSDS/DICs	(✓) Elem/Sec School Heads
	( ) Private Schools	( ) Others:
For:	(✓) Information	(✓) Dissemination
	(✓) Guidance	( ) Strict Compliance

ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent

By: ASDS CID Chief SGOD Chief AO Atty. Signature:

16F Tech Zone Building, Malugay St., Makati City
Telephone Nos.: Local Partnerships (02) 86388637; (02) 86388639
Email Addresses: eps.od@deped.gov.ph & externalpartnerships@deped.gov.ph

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The documentary requirements for tax incentive availment are as follows:

1. Signed and notarized Memorandum of Agreement (MOA);

2. Signed and notarized Deed of Donation and Acceptance (DODA);
3. Signed and notarized Sworn Declaration; and
4. Summary of Expenses

The applicable **forms and templates** may be accessed and downloaded from the official DepEd Adopt-a-School Program webpage:

DepEd Adopt-a-School Program webpage:
https://www.deped.gov.ph/adopt-a-school-main-page

For questions or assistance regarding the documentary requirements, please coordinate with the External Partnerships Service (EPS) through **externalpartnerships@deped.gov.ph** or **eps.od@deped.gov.ph**, with **zeny.lastimoza@deped.gov.ph** and **rex.fernandez@deped.gov.ph** copied in the email.

Regional and Division Partnership Focal Persons are requested to ensure that this reminder is promptly communicated to concerned partners and to monitor the submission of the required documents.

We appreciate your continued cooperation in facilitating the timely processing of our education partners' tax incentive applications and in strengthening partnerships that support basic education.

November 5, 2026

To: **ALL SCHOOLS DIVISION SUPERINTENDENTS**
Attn.: *Div. Partnership Focal Persons*

Greetings!

For your information and appropriate action.

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director

DEPED REGIONAL OFFICE 02
RELEASED
DATE: 11-06-2026
BY:
RECORDS SECTION