



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

April 14, 2025

DIVISION MEMORANDUM

No. 213 s, 2025

**The QuILT: QUALITY IMPACT LEDGER FOR TRACING SCHOOL DONATIONS
AND PARTNERSHIPS WITH REAL-TIME ANALYTICS**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program and Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. In line with the Department of Education's thrust to strengthen transparency, accountability, and efficiency in school-based partnerships and donations, this Division Office mandates the implementation of a structured and innovative monitoring and accounting mechanism. **The QuILT: Quality Impact Ledger for Tracing School Donations and Partnerships with Real-Time Analytics** system will ensure the proper documentation, tracking, and reporting of all partnerships, linkages, and donations received by schools while emphasizing their impact on educational development. Furthermore, this system will integrate an automated encoding process to seamlessly reflect donations in the Accounting Unit's Book of Accounts for improved financial monitoring and compliance.
2. This aims to implement a comprehensive and efficient system for managing and documenting partnerships, linkages, and donations in schools, enhancing transparency, accountability, and financial accuracy through standardized digital processes and automated tools.

Specifically, this memorandum aims to:

- a. Establish a standardized and digitized process for documenting and reporting partnerships, linkages, and donations received by schools.
- b. Provide a mechanism for the proper recording and accounting of donated items, particularly semi-expendable and consumable donations, into the school's Book of Accounts through an automated system.
- c. Institutionalize the use of an Online Partnership & Donation Ledger for real-time monitoring, validation, and transparency.
- d. Enhance the capability of the Social Mobilization and Networking (SMN) Unit and Accounting Unit in tracking, evaluating, and reporting accomplishments related to partnerships and external resource mobilization.



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- e. Ensure automated integration of donation entries into the Division's Financial Management System, reducing manual data entry errors and improving financial tracking accuracy.
3. This memorandum shall cover all public elementary and secondary schools in the Division of Bulacan. It shall be applied to all donations, including but not limited to cash, in-kind materials, equipment, and services received by schools from private individuals, organizations, LGUs, and other external partners.
4. Procedure for Recording, Monitoring, and Reporting Donations:

A. Documentation of Donations

- i. All donations must be supported by a duly signed **Deed of Donation** or **Donation Contract** indicating the details of the donor, description of the donated item(s), and the intended use.
- ii. The school's designated **School Partnership Focal Person** (SPFP) shall ensure that each donation is properly documented and endorsed to the **Property Custodian and Bookkeeper** for proper recording.
- iii. The **Social Mobilization and Networking Unit** shall maintain a consolidated and updated record of all donations received across the division.

B. Classification and Accounting of Donations

- i. **Semi-Expendable Donations** (e.g., tablets, chairs, printers, and other equipment below P50,000 value) shall be recorded in the school's **Property, Plant, and Equipment (PPE) Inventory Ledger** and included in the **Semi-Expendable Property Ledger Card (SEPLC)** as per COA Circular No. 2021-004.
- ii. **Consumable Donations** (e.g., food packs, hygiene kits, paper, ink) shall be recorded in the **Consumable Supplies Inventory Record** by the bookkeeper and reported in the **Monthly Report of Donations Received**.
- iii. **Cash Donations** shall be deposited directly to the school's **Special Trust Fund (STF)** or **School MOOE account**, and its utilization shall follow existing DepEd and COA guidelines.
- iv. **Automated Encoding to the Book of Accounts**
 - o The online **QuILT system** shall be programmed to generate **pre-formatted accounting entries** for both semi-expendable and consumable donations.
 - o These entries shall be **automatically transmitted** to the **Division's Accounting Unit**, reducing manual encoding efforts and ensuring data consistency.



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- o The **Financial Management Information System (FMIS)** shall integrate these records, reflecting real-time updates in the school's financial reports.

C. Encoding and Utilization of the Online Partnership & Donation Ledger

- i. Each school shall maintain an **Online Partnership & Donation Ledger** using the designated system provided by the Division Office. The **official ledger can be accessed at:** <https://forms.office.com/r/HH7X6mpLMi>
- ii. The school's **Bookkeeper and Partnership Focal Person** shall be responsible for encoding real-time data on received donations, including donor details, item description, value, and status (e.g., utilized, in-stock).
- iii. The Division **Social Mobilization and Networking Unit** shall regularly review the entries, verify the reported donations, and provide feedback to schools for compliance.
- iv. The system shall generate a **Quarterly Consolidated Report** on all received donations, including partnership engagements and their impact on schools, for submission to the Schools Division Office.

D. Monitoring, Evaluation, and Accomplishment Reporting

- i. The **School Head** shall oversee the proper recording, acknowledgment, and accountability of all donations received.
- ii. The **Division Finance and Accounting Unit** shall conduct periodic audits to ensure compliance with DepEd and COA regulations.
- iii. The **Social Mobilization and Networking Unit** shall implement the following additional monitoring mechanisms:
 - o **Annual Partnership and Resource Mobilization Impact Assessment** to measure the effectiveness of partnerships and contributions in improving school conditions.
 - o **Recognition and Appreciation Program** for top donors and stakeholders who significantly contribute to school development.
 - o **Monthly Dashboard Update** featuring key metrics such as the total value of donations, number of partnerships, and utilization rate of donated resources.
- iv. Schools shall submit an **Annual Accomplishment Report on Partnerships and Donations** to the Division Office, highlighting best practices, challenges, and recommendations for strengthening partnerships.


5. Compliance and Reporting:

- i. All schools must submit a **Monthly Donations and Partnerships Report** through the online ledger on or before the 5th day of the following month.



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- ii. Schools failing to comply with the required documentation and reporting mechanisms shall be subject to evaluation and necessary corrective actions.
- iii. The **Division's Accounting Unit** shall work closely with the **SMN Unit** to validate financial entries generated through the QuILT system.
- 6. For queries and further clarifications, concerned personnel may coordinate with the Social Mobilization and Networking Unit via email at **bryanamiel.dejesus@deped.gov.ph**


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

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