



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City
www.depedmisor.net
(08822)724615,(088)8564454/ Fax (088)8564524



July 21, 2015

DIVISION MEMORANDUM

No. 222 s. 2015

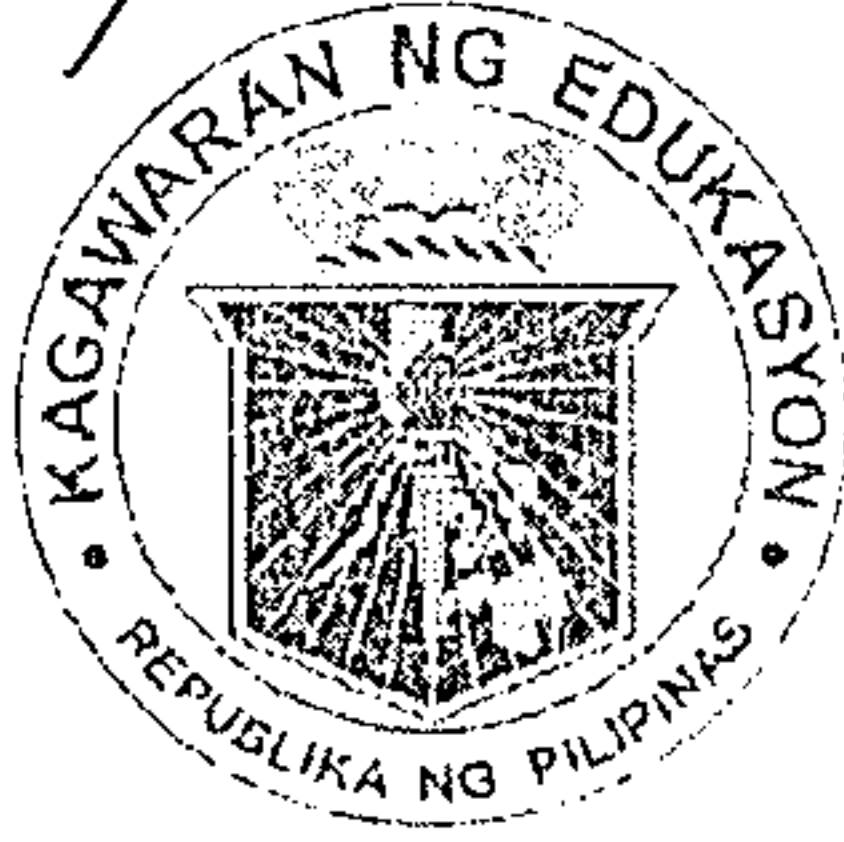
To: Education Program Supervisors Concerned
Public Schools District Supervisor Concerned
Elementary and Secondary School Administrators Concerned
This Division

From: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent

Re: **REQUEST FOR MORE INFORMATION ON THE NEEDS FOR BIKES
AND BOATS**

1. The Department of Education has initiated “The Pedals and Paddles Project: Bayanihang Bangka at Bisikleta” which aims to provide an easier and faster way to go to school to children who live in areas without other means of transportation.
2. The School Principals or School Head together with the Municipality will take the lead in identifying the student- recipient of the said project following the guidelines and mechanics attached in this memo.
3. Please follow the template which can be downloaded from this link: <http://www.deped.gov.ph/others> in a **Microsoft Excel Format** and email it to veviantevestuason@gmail.com not later than January 2016.
4. Immediate dissemination of this Memorandum is desired

CCL/ cbo



REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Ave., Pasig City

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary
Partnerships and External Linkages

Direct Line : (+632) 633-7207
Fax : (+632) 637-4211
Website : <http://www.deped.gov.ph>

February 23, 2015

MEMORANDUM

To : **Regional Directors**
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

From : 
MARIO A. DERIQUITO
Undersecretary for Partnerships and External Linkages

Subject : **REQUEST FOR MORE INFORMATION ON THE NEEDS FOR BIKES
AND BOATS**

In line with our efforts in making education accessible to all, the Department of Education (DepEd) has initiated "The Pedals and Paddles Project: *Bayanihang Bangka at Bisikleta*" which aims to provide an easier and faster way to go to school to children who live in areas without other means of transportation.

This donor-driven campaign was embarked on together with the Yellow Boat of Hope Foundation (YBHF) to provide boats to schoolchildren who have to wade through bodies of water and the Bikes for the Philippines Foundation (BfP) to provide bicycles to high school students who have to walk several kilometers. While you have submitted an initial list of schools in your respective divisions and regions that have schoolchildren in this kind of situation, we would need more information pertaining to their needs.

Thus, we would like to request your respective offices to conduct more data gathering using the following templates attached to this memorandum:

Forms	Boats	Bikes
Data Gathering Report- School Form	Annex A.1	Annex B.1
Data Gathering Report- Division Office Form	Annex A.2	Annex B.2
Data Gathering Report- Regional Office Form	Annex A.3	Annex B.3

These templates may also be downloaded from this link: <http://www.deped.gov.ph/others>

The Division Offices (DO) shall submit the consolidated reports from their respective schools to the Regional Office. **All consolidated regional reports** must contain the division and school level forms and shall be emailed in **soft copy, MS Excel file** to **mark.abinsay@deped.gov.ph** not later than **March 16, 2015**.

Also, attached herewith are the mechanics for deployment of boats and bikes for your reference and guidance.

For your appropriate action and immediate dissemination. Thank you.

The Pedals and Paddles Project: Bayanihang Bangka at Bisikleta

A. MECHANICS FOR DEPLOYMENT OF BOATS

Boats will be given to communities with schoolchildren that need to wade through bodies of water to go to school.

Each boat will be turned over to a family within the community that agrees to accept the boat and to abide by the policies and rules of the project. Aside from ferrying the schoolchildren to a certain point going to their respective schools, recipient families will have to:

1. Ensure that there are specific individuals who will take responsibility over the boat's use, maintenance, and upkeep; and
2. Maximize the boat's potential as this can also be used for the family's livelihood during off-school hours or off-school days.

Selection of Partner-Family

The school and the barangay will nominate at least three families (number of family may vary depending on the number of boats needed) as boat partner-family. Nominees shall be forwarded by the DepEd DO to DepEd Central Office (CO) for approval together with YBHF and the donor/s. To be eligible as a partner-family, a family must agree on the following:

1. **Use of Sea Craft:** The boat shall be used primarily for transportation of children to and from school. The partner family shall use the boat for livelihood purposes only during off-school hours/days.
2. **Prohibition against transfer:** The partner-family must not transfer the ownership of the boat to any other person.
3. **Responsibility for Maintenance:** The partner-family shall assume full responsibility for the maintenance, upkeep, repair of the boat and other related costs.
4. **Responsibility for Operation:** The partner-family shall assume full and complete responsibility for the operation of the boat;
5. **Signing of MOA and/or Deed Of Donation and Acceptance:** The partner family shall sign a Memorandum of Agreement and/or the Deed of Donation and Acceptance. The partner-family is expected to adhere to provisions of the said documents.

Provision/Turn-over of Boats

1. The chosen partner-family shall sign a MOA and Deed of Acceptance with the donor and DepEd.
2. The partner-family and other community members shall provide "sweat equity" in the building of the boat, whenever applicable.

Monitoring and Assessment of Boats

1. The partner family and the families of other schoolchildren who will ride the boat to go to and from school shall form a committee among themselves to serve as project monitor who shall oversee the use of boats.

2. A report shall be provided to the parties (donor, DepEd DO, RO, and CO, and YBHF) as requested.
3. The concerned parties shall continue to ensure that key standards are met through monitoring and assessment.

B. MECHANICS FOR DISTRIBUTION OF BIKES

Bicycles will be given to high school students who have to walk several kilometers to go to school. The priority is high school students because they are more capable of riding bikes compared to younger schoolchildren.

Each bike will be given to students as "bike loan" while giving partial ownership to schools to look over the use of the bikes and ensure proper maintenance and upkeep of bikes.

Selection of Beneficiary Schools

A school must agree and commit to provide the following:

1. Facility that can be used to store the bikes during off-school hours and/or days.
2. Ensure regular and continuous upkeep of bikes.
3. Appoint a focal person who can supervise an inventory control in ensuring efficient use of bikes.
4. Support group that can monitor student's performance and sustainability of the project.

Selection of Beneficiary Students

A student who needs to walk at least three (3) kilometers in going to school and lives at low-income threshold (Php 6,000.00 and below for a family of 5) will be chosen as beneficiary.

Terrain of Location

The terrain of the location of student's home must be considered in requesting for bikes. Only flat or plain terrain is viable for biking. Thus, potential beneficiary students living in steep or sloppy areas may not be accepted due to safety concerns and viability of bike's use.

Provision/Turn-over of Bikes

Bikes shall be temporarily turned over to schools and shall be lent to students as "bike loans". The beneficiary students will assume full ownership of the bike only after graduating from high school. Upon provision of bikes, students shall undergo a training program to learn on proper biking, road safety, traffic rules, repair, maintenance, etc.

Monitoring and Assessment of Bikes

1. A report shall be provided to the parties (donor, DepEd DO, RO, and CO, and BfP) as requested.
2. The concerned parties shall continue to ensure that key standards are met through monitoring and assessment.

C. ACCOMPLISHMENT AND SUBMISSION OF FORMS

Annex 1- School Form

- ✓ The person-in-charge shall accomplish the form in MS Excel file (downloadable at <http://www.deped.gov.ph/others>), using the following format:

A.1. Boats

- **Name of Student** (Surname, First Name, Middle Initial) e.g. Dela Cruz, Juan, B.
- **Learner's Reference Number** e.g. 11222000033
- **Grade/ Year Level** e.g. Grade 6, Grade 8
- **Birthday** (mm/dd/yyyy) e.g. 09/14/2000
- **Complete Address** (Sitio/Barangay, Municipality, Province) e.g. Sitio Ilaya, Brgy. Lima, Mabini, Batangas
- **Name of Parents/ Guardians** (Surname, First Name, Middle Initial) e.g. Dela Cruz, Jose A.
- **Occupation** e.g. Farmer, Housewife, etc
- **Distance from house to school** (in kilometers) e.g. 5km
- **Justification** (explain why there is a need for boats) e.g. Needs to walk along the shoreline in going to school, to avoid tardiness, to regularly attend in school
- **Current Means of Transportation from house to school** e.g. boat, barge, raft, non-vehicular
- **Amount Spent in Transportation (if any)** (If the student pays for his/ her transportation, specify the total daily amount spent by the student in transportation) e.g. Php. 50.00
- **Body of water needed to cross** (Specify the body of water needed to be crossed by students in going to school) e.g. river, lake, sea, strait, etc.
- **Partner/Recipient Family** (Put a check on the form if the family has agreed on the given guidelines/mechanics)
- **Number of students in need of boats** (Total number of students in need of boat)
- **Type of boat needed** (Indicate what kind of boat is suited to the body of water needed to be crossed by the students)
 - There are two types of boats to be provided:
 - 1. Small self-paddled boat- Capacity: 4-5 children
 - 2. Motorized boat- Capacity: 15-20 children Approximate length: 20 feet
- **Number of boats needed** (Account the total number of boats need based on the computation below)

$$\frac{\text{Total number of students in need of boats}}{\text{Minimum capacity of boat needed}} = \text{Total number of boats needed}$$

Examples:

1. Mabini Elementary School has 18 students in need of small- paddled boats.
 $18 \text{ students} \div 4 = 4.5 \text{ (always round-up)} = 5 \text{ Small self-paddled boats}$
2. Lingga National High School has 38 students in need of motorized boats.
 $38 \text{ students} \div 15 = 2.53 \text{ (always round-up)} = 3 \text{ Motorized boats}$

- **Time Availability of Mobile Phone Signal of the person-in-charge and the School Head** (Kindly indicate the time that mobile phone signal is available and/or the best time to call for revalidation purposes) e.g. 24 hours, 5:00pm onwards, weekends only, etc.
- Please put N/A if the field being required is not applicable

B.3 Bikes

- **Name of Student** (Surname, First Name, Middle Initial) e.g. Dela Cruz, Juan, B.
- **Learner's Reference Number** e.g. 11222000033
- **Grade/ Year Level** e.g. Grade 6, Grade 8
- **Birthday** (mm/dd/yyyy) e.g. 09/14/2000
- **Complete Address** (Sitio/Barangay, Municipality, Province) e.g. Sitio Ilaya, Brgy. Lima, Mabini, Batangas
- **Name of Parents/ Guardians** (Surname, First Name, Middle Initial) e.g. Dela Cruz, Jose A.
- **Occupation** e.g. Farmer, Housewife, etc
- **Distance from house to school** (in kilometers) e.g. 5km
- **Terrain of land from house to school** (Kindly describe the terrain or land features needed to be traversed by students in going to school and take note of the viability of bikes in such terrain) e.g. plain, pavement, uneven or rocky soil
- **Justification** (explain why there is a need for bikes) e.g. Needs to hike a low hill in going to school, to avoid tardiness, to regularly attend in school, needs to walk several kilometers in going to school
- **Shoe Size** (Fitting size of a shoe, in inches)
- **Head Size** (Total head circumference ,in inches (similar to hat sizing)
- **Length of crotch to floor** (Measurement from inseam down to floor in bare feet, in inches)
- **Number of students in need of bikes** (Account the total number of students in need of bike)
- **Number of bikes needed** (Account the total number of bikes needed based on the number of students)
- **Time Availability of Mobile Phone Signal of the person-in-charge and the School Head** (Kindly indicate the time that mobile phone signal is available and/or the best time to call for revalidation purposes) e.g. 24 hours, 5:00pm onwards, weekends only, etc.
- Please put N/A if the field being required is not applicable

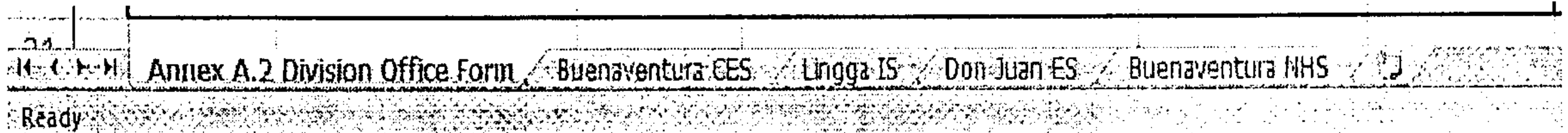
NOTES:

- ✓ Each MS Excel file shall be labeled as the following:
 - For boats: Request for Boats_Name of the School
 - For bicycles: Request for Bikes_Name of the School
- ✓ The school head and/or person-in-charge shall submit the accomplished forms in soft copy, MS Excel file, including the required photos to the person-in-charge in the Division Office.

Annex 2- Division Office Form

- ✓ The person-in-charge shall consolidate all school forms and accomplish Annex A.2 and B.2 separately using MS Excel application (forms are downloadable at <http://www.deped.gov.ph/others>)
- ✓ The division office form shall reflect the figures based on the school forms and the guidelines provided.
- ✓ Each school form must be separately embedded in one sheet tab on the MS Excel File containing the division form.

Example:



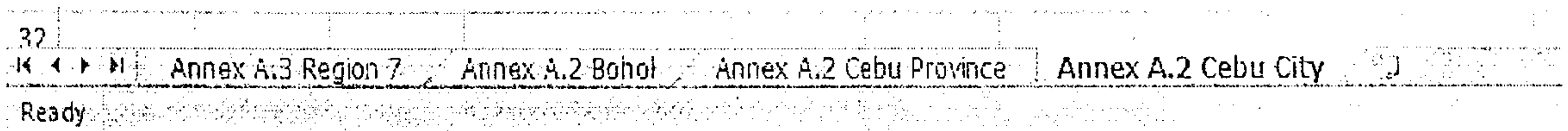
*Sheet tabs are located on the bottom part of the worksheet and MS Excel window

- ✓ Each consolidated report shall be labeled as the following:
 - For Bicycles: Request for Bikes_ Name of the Division
 - For Boats: Request for Boats_ Name of the Division
- ✓ The person-in-charge shall send the consolidated report in soft copy, MS Excel file to the person-in-charge in the Regional Office.

Annex 3- Regional Office Form

- ✓ The person-in-charge shall consolidate all division and school forms in one MS Excel File (downloadable at <http://www.deped.gov.ph/others>).
- ✓ The regional office form shall reflect the figures based on the consolidated division forms, school forms and the guidelines provided.
- ✓ Each division consolidated report must be separately embedded in one sheet tab on the MS Excel file containing the Regional consolidation report.

Example:



*Sheet tabs are located on the bottom part of the worksheet and MS Excel window

- ✓ The consolidated regional reports shall be labeled as:
 - For Bicycles: Consolidated Request for Bikes_ Name of Region
 - For Boats: Consolidated Request for Boats_ Name of Region
- ✓ All person-in-charge shall email the regional consolidated report together with the division reports in soft copy, MS Excel File to mark.abinsay@deped.gov.ph not later than March 16, 2015 using the following subject:
 - Subject: Regional Consolidated Report_ Name of Region
- ✓ All division consolidated reports (Annex A.2 and B.2) containing all school forms (Annex A.1 and B.1) shall also be emailed as attachments.

REQUEST FOR BOATS

REGION _____
DIVISION _____
PROVINCE _____
MUNICIPALITY _____
NAME OF SCHOOL _____
SCHOOL ID _____
SCHOOL ADDRESS _____

	NAME OF STUDENT	LEARNER'S REFERENCE NUMBER	GRADE/ YEAR LEVEL	BIRTHDAY (mm/dd/yyyy)	COMPLETE ADDRESS	NAME OF PARENTS /GUARDIAN	OCCUPATION OF PARENTS /GUARDIAN	DISTANCE FROM HOUSE TO SCHOOL (km)	JUSTIFICATION (Why is there a need for boats?)	CURRENT MEANS OF TRANSPORTATION FROM HOUSE TO SCHOOL (e.g. boat,raft, barge, etc or the children just swim?)	AMOUNT SPENT IN TRANSPORTATION (if any)	BODY OF WATER NEEDED TO CROSS (e.g. River, lake, sea)	PARTNER/ RECIPIENT FAMILY (Please put a check if the family has agreed on the given guidelines)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
TOTAL NUMBER OF STUDENTS IN NEED OF BOATS													
(Small Self-Paddled: Capacity: 4-5 children or Motorized: Capacity: 15-20 children Approximate length: 20ft.)													
TOTAL NUMBER OF BOATS NEEDED													

Accomplished by: _____

Noted by: _____

NAME/DESIGNATION _____

NAME OF SCHOOL HEAD _____

CONTACT NUMBER _____

CONTACT NUMBER _____

TIME AVAILABILITY OF MOBILE PHONE SIGNAL _____

TIME AVAILABILITY OF MOBILE PHONE SIGNAL _____

NOTE: Please include photos of the body of water needed to be crossed by students in the submission of this report to the Division Office

REQUEST FOR BIKES

REGION _____
 DIVISION _____
 PROVINCE _____
 MUNICIPALITY _____
 NAME OF SCHOOL _____
 SCHOOL ID _____
 SCHOOL ADDRESS _____

	NAME OF STUDENT	LEARNERS' REFERENCE NUMBER	GRADE/ YEAR LEVEL	BIRTHDAY (mm/dd/yyyy)	COMPLETE ADDRESS	NAME OF PARENTS /GUARDIAN	OCCUPATION OF PARENTS /GUARDIAN	DISTANCE FROM HOUSE TO SCHOOL (km)	TERRAIN OF LAND FROM HOUSE TO SCHOOL (e.g. flat/rocky, up hill, etc)	JUSTIFICATION (Why is there a need for boats?)	SHOE SIZE (inch)	HEAD SIZE (circumference in inch)	LENGTH OF CROTCH TO FLOOR (inch)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
TOTAL NUMBER OF STUDENTS IN NEED OF BIKES													
TOTAL NUMBER OF BIKES NEEDED													

Accomplished by:

NAME/DESIGNATION

CONTACT NUMBER

Noted by:

NAME OF SCHOOL HEAD

CONTACT NUMBER

TIME AVAILABILITY OF MOBILE PHONE SIGNAL

TIME AVAILABILITY OF MOBILE PHONE SIGNAL

NOTE: Please include photos of the terrain needed to be traversed by students in the submission of this report to the Division Office

Data Gathering Report
 Annex A.2 Request for BOATS
 (FOR DIVISION OFFICE USE ONLY)

REQUEST FOR BOATS

REGION: _____
 DIVISION: _____

SCHOOL ID	NAME OF SCHOOL	OFFERING (ES or HS)	COMPLETE ADDRESS (Street, Sitio/Barangay, Municipality, Province)	NAME OF SCHOOL HEAD	CONTACT NUMBER	TOTAL NUMBER OF STUDENTS IN NEED OF BOAT	TOTAL NUMBER OF SMALL SELF-PADDLED BOATS NEEDED (capacity: 4-5 children)	TOTAL NUMBER OF MOTORIZED BOATS NEEDED (capacity: 15-20 children)	JUSTIFICATION (Why is there a need for boats?)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL:						0	0	0	

Accomplished by: _____

Noted by: _____

NAME/DESIGNATION _____

NAME OF SCHOOLS DIVISION SUPERINTENDENT _____

CONTACT NUMBER _____

NOTE: Please include Annex 1 in the submission of this report to DepEd Regional Office

Data Gathering Report
 Annex B.2 Request for BIKES
 (FOR DIVISION OFFICE USE ONLY)

REQUEST FOR BIKES

REGION: _____
 DIVISION: _____

SCHOOL ID	NAME OF SCHOOL	COMPLETE ADDRESS (Street, Sitio/Barangay, Municipality, Province)	NAME OF SCHOOL HEAD	CONTACT NUMBER	TOTAL NUMBER OF STUDENTS IN NEED OF BIKE	JUSTIFICATION <i>(Why is there a need for bikes?)</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
TOTAL:					0	

Accomplished by:

Noted by:

NAME/DESIGNATION

NAME OF SCHOOLS DIVISION SUPERINTENDENT

CONTACT NUMBER

NOTE: Please include Annex 1 in the submission of this report to DepEd Regional Office

Data Gathering Report
 Annex A.3 Request for BOATS
 (FOR REGIONAL OFFICE USE ONLY)

REQUEST FOR BOATS

REGION: _____

DIVISION	ADDRESS	TOTAL NUMBER OF STUDENTS IN NEED OF BOATS		TOTAL NUMBER OF SMALL SELF-PADDLED BOATS NEEDED (capacity: 4-5 children)		TOTAL NUMBER OF MOTORIZED BOATS NEEDED (capacity: 15-20 children)		TOTAL NUMBER OF BENEFICIARY SCHOOLS		JUSTIFICATION (Why is there a need for boats?)
		ES	HS	ES	HS	ES	HS	ES	HS	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
TOTAL:		0	0	0	0	0	0	0	0	
GRAND TOTAL (ES & HS):		0	0	0	0	0	0	0	0	

Accomplished by: _____

Noted by: _____

NAME/DESIGNATION _____

NAME OF REGIONAL DIRECTOR _____

CONTACT NUMBER _____

NOTE: Please include Annexes 1 and 2 in the submission of this report to DepEd Central Office

Data Gathering Report
 Annex B.3 Request for BIKES
 (FOR REGIONAL OFFICE USE ONLY)

REQUEST FOR BIKES

REGION: _____

DIVISION	ADDRESS	TOTAL NUMBER OF STUDENTS IN NEED OF BIKES	TOTAL NUMBER OF BENEFCIARY OF SECONDARY SCHOOLS	JUSTIFICATION <i>is there a need for bikes?</i> <i>(Why)</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
GRAND TOTAL:		0	0	

Accomplished by:

Noted by:

NAME/DESIGNATION _____

NAME OF REGIONAL DIRECTOR _____

CONTACT NUMBER _____

NOTE: Please include Annexes 1 and 2 in the submission of this report to DepEd Central Office