



Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus St., Pulungbulu, Angeles City



MAY 13 2016

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By
Department of Education
Division of City Schools

May 13, 2016

DIVISION MEMORANDUM

No. 118, s.

**REITERATING COMPLIANCE WITH THE
POLICY GUIDELINES IN THE PREPARATION OF PROJECT PROPOSALS**

To: Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
Teacher

1. It has been observed that proposals come in different formats without the required attachments despite the issuance of Division Memorandum No. 137, s. 2015 entitled, *"Policy Guidelines on the Conduct of Trainings and Preparation of Project Proposal."*
2. For purpose of uniformity and ease in reviewing the proposal, the format for project/training proposal must be strictly followed:
 - I. TITLE
 - II. PROPONENT
 - III. DATE & VENUE
 - IV. RATIONALE
 - V. OBJECTIVES
 - VI. DESCRIPTION OF THE PROJECT/TRAINING
 - VII. PARTICIPANTS
 - VIII. TRAINERS/RESOURCE SPEAKERS
 - IX. BUDGETARY REQUIREMENTS (detailed; include source of budget)
 - X. MONITORING & EVALUATION

Prepared by:

Noted:

Teacher/Proponent

Principal


Recommending Approval:

LYN V. LANSANGAN
Chief, SGOD

APPROVED:

LEILANI S. CUNANAN, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

3. Procedure for approval/notation by the Schools Division Superintendent (SDS):
 - Proponent writes a letter addressed to the principal asking for permission to conduct the training/project.
 - Principal endorses the proposal to the SDS (See attached sample)
 - Records Officer receives the proposal from the proponent
 - Records Officer/proponent delivers the proposal to SGOD for review/recommendation for SDS' approval. If the proposal involves the preparation of a workbook or module, the subject area supervisor concerned must review the proposal and to be recommended by the CID chief.
 - Proponent follows-up the proposal from the records/SDS's secretary
4. School-based and regular school activities like school camping, LAC sessions, monthly celebrations, etc. shall be approved by the principal and noted by the SDS.
5. The following must be attached to the proposal:
 - Photocopy of the page in the SIP/AIP which reflects the project/program
 - Training Design/Matrix
 - Monitoring and evaluation tool
 - Working Committees
 - Results of Training Needs Assessment/Summary of the IPPD
6. Strict compliance with this memorandum is desired.


LEILANI S. CUNANAN, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

SAMPLE ENDORSEMENT

1st Endorsement

Date

Respectfully submitted to the Officer-in-Charge, Office of the Schools Division Superintendent, Division of City Schools, Angeles City, the attached project proposal of _____, entitled, "_____", recommending approval.

Principal