



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



RELEASE
NOV 23 2017

DepED Angeles City
Division of City Schools

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November 22, 2017

DIVISION MEMORANDUM

No. 474, s. 2017

POLICY GUIDELINES AND FORMAT IN THE PREPARATION OF PROJECT PROPOSALS

To: OIC-Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Please be informed that the following format must be followed strictly in the preparation of project proposals for seminars, workshops, trainings and other similar activities and for the purchase of materials, installation / repair of structures in the school which are charged against the school MOOE:

A. Format for Project Proposal for seminars, workshops, trainings and other similar activities

- I. TITLE
- II. PROPONENT
- III. DATE & VENUE
- IV. RATIONALE
- V. OBJECTIVES
- VI. DESCRIPTION OF THE PROJECT/TRAINING (What the training is all about)
- VII. PARTICIPANTS (Include the number of participants)
- VIII. TRAINERS/RESOURCE SPEAKERS
- IX. BUDGETARY REQUIREMENTS (detailed; include source of budget)
- X. MONITORING & EVALUATION

Prepared by:

Teacher/Proponent

Approved:

Principal

NOTED:

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

B. Format for the purchase of materials, installation/repair of structures in the school

- I. TITLE
- II. PROPONENT
- III. DATE OF IMPLEMENTATION
- IV. RATIONALE
- V. OBJECTIVES
- VI. DESCRIPTION OF THE PROJECT (What the project is all about)
- VII. PERSONS INVOLVED
- VIII. BUDGETARY REQUIREMENTS /PROGRAM OF WORKS (to be signed by the Division Engineer)

Prepared by:

Funds Available:

Proponent

Bookkeeper

Approved:


Principal

NOTED:

LEILANI S. CUNANAN, CESO VI

Officer-in-Charge
Office of the Schools Division Superintendent

2. 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
3. The following must be attached to the proposal for seminars, workshops, trainings and other similar activities :
 - 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
4. Strict compliance with this memorandum is desired.


LEILANI S. CUNANAN, CESO VI
Officer-in-Charge 11/22
Office of the Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. __, s. 2017

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 _____, Teacher _____, of this school, entitled, "_____", recommending approval.

Principal