



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



06 Oct 2022

DIVISION MEMORANDUM
NO. 358, s. 2022

Sample Project Proposal Templates for the School Operating Budget

To : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
SGOD CHIEF AND CID OIC-CHIEF
PUBLIC SCHOOLS DISTRICT / EDUCATION PROGRAM
SUPERVISORS
SCHOOL HEADS OF PUBLIC ELEMENTARY, SECONDARY,
INTEGRATED AND SENIOR HIGH SCHOOLS
ALL TEACHERS

1. In line with the conduct of the Presentation of School Operating Budget for 2023, this Division furnishes the field of sample Project Proposal templates, for guidance.
2. The sample Project Proposals are found in Enclosure No. 1 of this Memorandum.
3. School Heads and members of the School Planning Team are encouraged to plan for the proper and judicious utilization of the School Maintenance and Operation Expenses Funds and in accordance to DepEd Order No. 13, s. 2016, "Implementing Guidelines on the Direct Release and use of Maintenance and other Operating Expenses (MOOE) allocations of schools including Other Funds Managed by Schools".
4. The presentation of School Operating budget will be on November 2022. A separate Memorandum on the schedule and order of presentation will be released.
5. Wide dissemination of this Memorandum is earnestly desired.
6. For information and guidance.


MA. IRELYN P. TAMAYO, Ph.D. CESO V
Schools Division Superintendent

JMC/ADAVI/October 6, 2022



Republic of the Philippines
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Region III
SCHOOLS DIVISION OF ANGELES CITY

Inclosure No. 1 to Division Memorandum No. 308, s. 2022
Sample Project Proposal Templates for the School Operating Budget

PROJECT PROPOSAL

- I. **TITLE:** Conduct of PHIL-IRI Pre and Post Tests through the use of reproduced printed reading templates.
- II. **RATIONALE:** The Philippine Informal Reading Inventory (PHIL-IRI) aims to establish the reading level profile of children in the public elementary school system. To do this, tests are administered twice a year (pre-test and post-test) to assess the reading speed and comprehension of pupils through oral and silent reading in both English and Filipino. Designed for the entire elementary public school system, the PHIL-IRI consists of specialized templates and software programs for use in the school, division, region and central office.
- III. **OBJECTIVES:**
1. To determine the reading proficiency level of grades 4-6 using the Phil-IRI system.
 2. To purchase printing materials such as bond paper and printer ink for the reproduction of the PHIL-IRI reading templates.

IV. **PARTICIPANTS/BENEFICIARIES/VENUE/DATE**

Participants

Grades 4-6 teachers

(Others: example utility worker if he will be printing also)

Beneficiaries

Grades 4-6 teachers

Grades 4-6 learners

Venue: Classrooms

Date: month or date of pre- test and month or date of post- test

V. **BUDGETARY REQUIREMENTS: Source of Funds: MOOE AMOUNT:**

Breakdown of Expenses

Grade Level	Number of Learners	Number of Pages of the test	Total Number of Pages (no of learners X no. of pages)	Quantity (Reams)	Description of Bond Paper	Unit Price	Total Amount



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							TOTAL

Other expenses: like ink etc.,

Item	Description	Quantity	Price	Total

VI. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school heads, supervisors and teachers concerned.

1. the ensurance that all updated copies of the PHIL-IRI materials have been properly printed before the scheduled dates of testing and shall have been distributed to students during pre and post-tests;
2. the identification of students most in need of interventions.
3. the conduct of school's strategic reflection based from the pre and post test results
4. setting up of school's definite targets.
5. evaluation of teaching reading strategies and best practices as to their implementation and impact;
6. conduct of data-based and research-based teaching reading interventions.
7. conduct of action researches; and,
8. maintenance of a data system.

Prepared by:

PRINCIPAL'S NAME, P -

Reviewed:

AMANDO C. YUTUC, Ph.D.
OIC-Chief, CID

Recommending Approval

FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent

APPROVED

MA. IRELYN P. TAMAYO, Ph.D. CESO V
Schools Division Superintendent



Republic of the Philippines
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PROJECT PROPOSAL

I. **TITLE:** Reproduction of Test Papers for the Conduct of Quarterly Assessment

II. **RATIONALE:** DepEd Order NO. 8 s. 2015, Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program

Components of Summative Assessment:

Summative Assessments are classified into three components, namely: Written Work (WW), Performance Tasks (PT) and **Quarterly Assessment (QA)**. These three will be the bases for grading. The nature of learning area defines the way these three components are assessed.

III. **OBJECTIVES:**

1. To be able to measure students' learning at the end of every quarter.
2. To be able to procure printing materials to be used in the reproduction of test papers.
3. To be able to develop data-based and research based interventions on the least mastered skills/competencies.

IV. **PARTICIPANTS/BENEFICIARIES/VENUE/DATE**

Participants in the Printing:

Teachers

Utility Workers

Beneficiaries:

All learners

All teachers

Venue: School

Date: 1st quarter:

2nd quarter:

3rd quarter:

4th quarter:

V. **BUDGETARY REQUIREMENTS: Source of Funds: MOOE AMOUNT: _____**

Breakdown of Expenses

Grade Level	Number of Learners	Total Number of Pages of the test (for all	Quantity (Reams)	Description of Bond Paper	Unit Price	Total Amount



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		the subjects)				

Other expenses:

Item	Description	Quantity	Price	Total

VI. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school heads, supervisors and teachers concerned.

1. the ensurance that test papers have been properly printed before the scheduled dates of quarterly examinations and shall have been distributed to students during the test.
2. shall have come up with the list of least mastered skills in all subjects
3. the conduct of school's strategic reflection on the results of the quarterly examinations
4. setting up of school's definite targets;
5. evaluation of teaching strategies
6. conduct of data-based and research-based teaching - learning interventions;
7. conduct of action researches; and,
8. maintenance of a data system.

Prepared by:

PRINCIPAL'S NAME, P-

Reviewed:

AMANDO C. YUTUC, Ph.D.
OIC-Chief, CID

Recommending Approval

FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent



Republic of the Philippines
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MOTHER PROJECT PROPOSAL

I. **TITLE:** Procurement of Learning Materials Sub-title: Procurement of _____ (actual materials to be bought) for the Project _____ (if any)

II. RATIONALE:

Our world is evolving at a rapid pace because of the advanced technological development and a rise in awareness among people on issues which are important to mankind like, education, health, science, etc. This education awareness has led a big impact on the way of teaching whereas earlier our teachers were using lecture-based learning which produced low result but in recent years things have changed as the teachers are now developing a class which is more focused on children learning as the pattern of teaching is more engaging than ever with the help of learning materials like maps, drawing, graph, video, image, etc and by this students are learning, understanding and gaining valuable knowledge.

Learning materials can significantly increase learner's achievement by supporting learning. For example, an educational video may provide a learner with new insights and an appealing worksheet may provide the learner with new opportunities to practice a new skill gained in class.

There will always be a huge gap between the things that teachers want to impart to their students and the things that students want to know from them. The connection that will let the two meet is the relevance of the lesson with the students' lives. Engaging activities that stimulate active learning is proven to be the best method teachers use to provide a long-term understanding, especially with global learning.

The importance of **teaching learning materials** has increased in recent years due to the following reasons.

Apply Concept

Applying the idea that the students learned in school to a real situation is the best outcome their learning could achieve. In studying a different culture, the students can acquire an open mind and apply this skill outside of school that will provide them with a better outlook on life.

Increase Motivation

There is no learning when motivation is lacking. The usual setup of the teacher talking in front and the students passively listening can make their interest in the lesson plummet. Motivating and keeping them interested by employing learning materials and combining it with interesting tasks, such as weaving a basket using materials from Ilocos, can make the school experience memorable thus will provide a lifelong learning.



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Easiest to Learn

By making the content of the lesson more relevant and engaging, the students will find learning relaxed and simple. Flashy presentations, humor and games can attract their interest, and this will allow the teacher to tap into the cognitive need of the learner to make sense of the world. Making them aware of the practices of other people and their culture through the use of interactive CDs and magazines that contain significant content can be a good start of engaging them to learn more about other people's way of life.

Promotes Critical and Creative Thinking

Since the use of learning tools promotes active learning, the students will acquire skills to analyse, synthesize and apply the material. It will help develop their logical reasoning and creative thinking because the teachers are allowing them to have a more active role in the learning process.

Fun Learning

Students often look forward to teachers who can produce engaging content. Study time is play time while learning. By providing a realistic experience to them in a classroom setting, learners get an inspiring and joyful experience they can only acquire from school. The usual setup of fun learning is when most of the students are actively participating in an activity. They are collaborating and giving ideas to form a better outcome, like performing as a group to better demonstrate a cultural dance.

Familiarity

The teacher uses learning materials like maps, chart diagrams, photos, videos, and etc things which the student is very much familiar with, and this helps him to learn effectively as they are able to absorb this information more easily than the plain words.

Reduce Anxiety or Boredom

The teacher is now helping all group of students by presenting information in a more engaging way to help the student learn and understand the material in a better way which makes a student less anxious about the result as a student is not going to school to get good marks, but he is going to get valuable knowledge which he will use throughout his life. I and they find it more interesting without ever feeling bored.

Whereas DepEd Order No. 13 S. 2016, Implementing Guidelines on the Direct Release and use of Maintenance and Other Operating Expenses (MOOE) Allocations of schools including other funds managed by the schools support the procurement of learning materials through these sections:

Section 16: to support expenses on special curricular programs (e.g., advocacy, assessment, capacity building, learning environment, learner development and research and co-curricular activities of special curricular program (e.g., travel expenses). All recipient schools of subsidies under DepEd Orders no. 20 and 38, s. 2015 shall continue to implement their respective curricular programs



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while other schools may access the school MOOE funds to support their intention to realize such programs.

Section 18: to procure school supplies and other consumables for teachers and students deemed necessary in the conduct of classes.

III. OBJECTIVES:

NOTE PLEASE:

- 1. To procure learning materials (what kind)*
- 2. To give learners opportunity to (choose from among the importance of learning materials enumerated in the above rationale)*
- 3. To enable the teachers to (choose from among the importance of learning materials enumerated in the above rationale)*

PARTICIPANTS/BENEFICIARIES/VENUE/DATE

Participants in the Procurement: End user/s, School BAC, Principal, AO, ADAS

Beneficiaries: Learners (specify who) and teachers (specify who)

Venue: School

Date:

IV. BUDGETARY REQUIREMENTS: AMOUNT: _____ Source of Funds: MOOE

Breakdown of Expenses

ITEM	DESCRIPTION	PRICE	QUANTITY	AMOUNT

V. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school head, head teachers and other raters.

1. the procurement process and delivery of learning materials
2. the utilization of the learning materials (lesson plan and observation)
3. the impact of the utilization of the learning materials to learners (feedback from learners)
4. the effects of the utilization of learning materials to the teaching of teachers.

Prepared by:

PRINCIPAL'S NAME, P-

Reviewed:

AMANDO C. YUTUC, Ph.D.
OIC Chief, CID



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY

Recommending Approval

FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent

APPROVED

MA. IRELYN P. TAMAYO, Ph.D. CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
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PROJECT PROPOSAL

I. **TITLE:** Organization of Learning Action Cell/s (LACs)

II. **RATIONALE:**

According to DepEd Order No. 35 s. 2016, Learning Action Cell is a group of teachers who engage in collaborative learning sessions to solve shared challenges encountered in the school facilitated by the school head or designated LAC leader. LACs will become the school-based communities of practice that are positive, caring and safe spaces.

DepEd acknowledges that the quality of learning is greatly influenced by the quality of teaching. Therefore, there is a need to support the development in the teaching profession. Organizing professional learning communities will aid teachers in the construction of new knowledge about instruction as well as in revising traditional beliefs and assumptions about education, community, teaching and learning to suit the present needs of learners.

III. **OBJECTIVES:**

To organize Learning Action Cells where, teachers will be able to:

1. improve the teaching-learning process that will lead to improved learning among the students;
2. nurture successful teachers;
3. support each other to continuously improve their content and pedagogical knowledge, practice, skills, and attitudes; and,
4. foster a professional collaborating spirit among the school heads, teachers and the community as a whole.

IV. **PARTICIPANTS/BENEFICIARIES/VENUE/DATE**

Participants:

Teachers, school head, head teachers

Date: January to December 2023

Venue: School

V. **BUDGETARY REQUIREMENTS: AMOUNT: _____ Source of Funds: MOOE**

Breakdown of Expenses

Month (2023)	Amount	Amount
January		



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February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
TOTAL:		

VI. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school head, head teachers and teachers concerned:

1. the relevance/need for the topic to be discussed in the organized LAC;
2. approved LAC proposal;
3. submission of the activity report with attendance
4. the submission of the agreement among the LAC facilitator and teachers involved in the organized LAC.
5. the impact of the organized LAC to the teaching-learning (may be feedback from rater, observer, teacher himself/herself and learners)

Prepared by:

Reviewed:

Principal

AMANDO C. YUTUC Ph.D
OIC Chief, CID



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF ANGELES CITY

Recommending Approval

FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent

APPROVED

MA. IRELYN P. TAMAYO, Ph.D. CESO V
Schools Division Superintendent



Republic of the Philippines
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PROJECT PROPOSAL

I. **TITLE:** Conduct of Professional Development Program for Teachers (3-day INSET) Title of the INSET: _____

II. **RATIONALE:**

“The Department supports the professional development of its personnel especially those at the schools and learning centers. Hence, professional development activities shall be adequately supported through the allocation of funds,” DepEd Secretary Leonor Magtolis Briones noted.

These new guidelines stipulated in DepEd Order No. 30, s. 2021 (Multi-Year Implementing Guidelines on the Allocation and Utilization of the HRD Fund for Teachers and School Leaders)

Eligible activities and allowable expenses under the HRD fund cover the In-Service Training for Teachers (INSET), Program Support Funds (PSF), and Central Office-managed activities related to professional development and training of teachers and school leaders.

Pursuant to DepEd Order (DO) No. 001, s. 2020 titled Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), issues the DepEd Professional Development (PD) Priorities for Teachers and School Leaders for SY 2020-2023. The PD Priorities shall support the realization of the Department’s goal of continuous upskilling and reskilling of teachers and school leaders that will result in better learning outcomes.

The three-year PD Priorities shall be drawn from the Philippine Professional Standards for Teachers (PPST), while the PD Priorities for school leaders—school heads and supervisors—shall be drawn from the Philippine Professional Standards for School Heads (PPSSH), and the Philippine Professional Standards for Supervisors (PPSS), respectively.

The three-year PD Priorities shall adhere to the provisions defined in Item VI, Nos. 16-18 of DO 001, s. 2020. Among others, the policy states that PD Priorities shall allow flexibility for specific local needs, priorities, and emerging developments in teacher and school leader professional development.

III. **OBJECTIVES:**

To organize an In-Service Training where teachers can be:

1. Reskilled and upskilled that will result to better learning outcomes



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2. Abreast with local needs, priorities and emerging developments in curriculum, instruction and assessment

IV. PARTICIPANTS/BENEFICIARIES/VENUE/DATE

Participants:

Teachers, school head, head teachers

Date: Sembreak ([write the exact dates po])

V. BUDGETARY REQUIREMENTS: AMOUNT: _____ Source of Funds: MOOE
Breakdown of Expenses

(NOTE PO: Number of participants

Meals

How much (whole day 300 pesos)

Pls see agreement on price of snacks, board and lodging, accommodation, honorarium, etc)

VI. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school head, head teachers and teachers concerned:

1. the relevance/need for the topic to be discussed in the organized INSET
2. approved INSET proposal;
3. submission of the activity report with attendance and evaluation report
4. the impact of the organized INSET to the teaching-learning (may be feedback from rater, observer, teacher himself/herself and learners)

Prepared by:

Reviewed

PRINCIPAL'S NAME, P-

EDGAR L. MANABAT, Ph.D.
Chief, SGOD

Recommending Approval

FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY

MOTHER PROJECT PROPOSAL

I. TITLE: ATTENDANCE TO SEMINARS AND TRAININGS OF TEACHERS
(Just attach the Division, Region, Central Office Memo to this Mother Proposal and the Travel Order)

II. RATIONALE:

“The Department supports the professional development of its personnel especially those at the schools and learning centers. Hence, professional development activities shall be adequately supported through the allocation of funds,” DepEd Secretary Leonor Magtolis Briones noted.

These new guidelines stipulated in DepEd Order No. 30, s. 2021 (Multi-Year Implementing Guidelines on the Allocation and Utilization of the HRD Fund for Teachers and School Leaders)

Eligible activities and allowable expenses under the HRD fund cover the In-Service Training for Teachers (INSET), Program Support Funds (PSF), and Central Office-managed activities related to professional development and training of teachers and school leaders.

Pursuant to DepEd Order (DO) No. 001, s. 2020 titled Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), issues the DepEd Professional Development (PD) Priorities for Teachers and School Leaders for SY 2020-2023. The PD Priorities shall support the realization of the Department’s goal of continuous upskilling and reskilling of teachers and school leaders that will result in better learning outcomes.

The three-year PD Priorities shall be drawn from the Philippine Professional Standards for Teachers (PPST), while the PD Priorities for school leaders—school heads and supervisors—shall be drawn from the Philippine Professional Standards for School Heads (PPSSH), and the Philippine Professional Standards for Supervisors (PPSS), respectively.

The three-year PD Priorities shall adhere to the provisions defined in Item VI, Nos. 16-18 of DO 001, s. 2020. Among others, the policy states that PD Priorities shall allow flexibility for specific local needs, priorities, and emerging developments in teacher and school leader professional development.

III. OBJECTIVES:

To participate in the Professional Development Program where, teachers can be

1. reskilled and upskilled that will result to better learning outcomes



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2. Kept abreast with local and global needs, priorities and emerging developments in curriculum, instruction and assessment

IV. PARTICIPANTS/BENEFICIARIES/VENUE/DATE

Participants:

Name of teacher

Date:

Venue:

V. BUDGETARY REQUIREMENTS: AMOUNT: _____ Source of Funds: MOOE

Breakdown of Expenses

(Travel Expenses

Accommodation Expenses)

VI. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school head, head teachers and ADAS/AO.

1. the travel Order and approved proposal;
2. the submission of narrative report, receipts if any), certificate of Participation and Itinerary of Travel upon return to work; and,
3. the plan of action of the participant on the attended event whenever applicable.

Prepared by:

Reviewed:

PRINCIPAL'S NAME, P-

EDGAR L. MANABAT, Ph.D.
Chief, SGOD

Recommending Approval

FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY

MOTHER PROJECT PROPOSAL

I. **TITLE:** ATTENDANCE TO SEMINARS AND TRAININGS OF SCHOOL HEADS (Just attach the Division, Region, Central Office Memo to this Mother Proposal and the Travel Order)

II. **RATIONALE:**

"The Department supports the professional development of its personnel especially those at the schools and learning centers. Hence, professional development activities shall be adequately supported through the allocation of funds," DepEd Secretary Leonor Magtolis Briones noted.

These new guidelines stipulated in DepEd Order No. 30, s. 2021 (Multi-Year Implementing Guidelines on the Allocation and Utilization of the HRD Fund for Teachers and School Leaders)

Eligible activities and allowable expenses under the HRD fund cover the In-Service Training for Teachers (INSET), Program Support Funds (PSF), and Central Office-managed activities related to professional development and training of teachers and school leaders.

Pursuant to DepEd Order (DO) No. 001, s. 2020 titled Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders, the Department of Education (DepEd), through the National Educators Academy of the Philippines NEAP), issues the DepEd Professional Development (PD) Priorities for Teachers and School Leaders for SY 2020-2023.

The PD Priorities shall support the realization of the Department's goal of continuous upskilling and reskilling of teachers and school leaders that will result in better learning outcomes.

The three-year PD Priorities shall be drawn from the Philippine Professional Standards for Teachers (PPST), while the PD Priorities for school leaders—school heads and supervisors—shall be drawn from the Philippine Professional Standards for School Heads (PPSSH), and the Philippine Professional Standards for Supervisors (PPSS), respectively.

The three-year PD Priorities shall adhere to the provisions defined in Item VI, Nos. 16-18 of DO 001, s. 2020. Among others, the policy states that PD Priorities shall allow flexibility for specific local needs, priorities, and emerging developments in teacher and school leader professional development.

III. **OBJECTIVES:**



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To participate in the Professional Development Program where, school heads can be

1. reskilled and upskilled that will result to sound and strong educational leadership
2. Kept abreast with local and global needs, priorities and emerging developments in instructional leadership, school supervision, administration and governance and program implementation.

IV. PARTICIPANTS/BENEFICIARIES/VENUE/DATE

Participants:

Name of teacher

Date:

V. BUDGETARY REQUIREMENTS: AMOUNT: _____ Source of Funds: MOOE

Breakdown of Expenses

(Travel Expenses

Accommodation Expenses)

VI. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school head, head teachers and AO/ADAS:

1. the travel Order and approved proposal.
2. the submission of narrative report, receipts (if any) certificate of participation and Itinerary of Travel upon return to work; and,
3. the plan of action of the participant on the attended event whenever applicable.

Prepared by:

Reviewed:

PRINCIPAL'S NAME, P-

**EDGAR L. MANABAT, Ph.D.
Chief, SGOD**



Republic of the Philippines
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PROJECT PROPOSAL

I. TITLE: Procurement of Office, Janitorial, Medical and Anti Covid Supplies

II. RATIONALE:

Having the right office supplies is essential for the day to day running of schools. Materials such as pens, pencils, scissors, pentel pens, printers, laminating machines and the like need to be available for the staff of the principal to work productively and efficiently.

Safe and clean schools are important to everyone. Schools have dense populations though, making it easy for germs and diseases to spread quickly. The janitorial staff, teachers, school administrators play the most significant role in keeping the school environment clean. It is a must that all schools have sufficient and best cleaning supplies and equipment on hand.

Needed to be procured also by schools are first aid medicines, anti covid supplies and some medical equipment to promote, develop and maintain the health and general well-being of the learners, teachers, non-teaching staff and administrators.

III. OBJECTIVES:

1. To maintain the cleanliness and upkeep of the school environment with the use of the procured cleaning materials, tools and equipment.
2. To enable the office staff to work productively and efficiently by having sufficient office supplies.
3. To maintain the health and general well-being of the school's internal stakeholders through the procured medicines, medical equipment and anti-covid materials.

IV. PARTICIPANTS/BENEFICIARIES/VENUE/DATE

Participants

School BAC, School Head, AO/ADAS

Beneficiaries

School's stakeholders

Venue: school

Date:

V. BUDGETARY REQUIREMENTS: Amount:

A. Office: _____

B. Janitorial: _____

C. 1st Aid Medicines: _____



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Recommending Approval

FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent

APPROVED

MA. IRELYN P. TAMAYO, Ph.D. CESO V
Schools Division Superintendent



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D. Anti-Covid:

Source of Funds: MOOE

Breakdown of Expenses

A. OFFICE SUPPLIES

Item	Description	Quantity	Price	Total

B. JANITORIAL SUPPLIES

Item	Description	Quantity	Price	Total

C. 1ST AID MEDICINES

Item	Description	Quantity	Price	Total

D. ANTI COVID MATERIALS

Item	Description	Quantity	Price	Total

VI. MONITORING AND EVALUATION:

School Head and AO II shall have monitored and evaluated the following:

1. conduct of constant inventory of office, janitorial, 1st aid medicines and anti covid materials.
2. the upkeep, organization and safe storage of supplies; and,
3. judicious utilization of the procured supplies.



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Prepared by:

Reviewed:

PRINCIPAL'S NAME, P -

EDGAR L. MANABAT, Ph.D.
Chief, SGOD

Recommending Approval

FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent

APPROVED

MA. IRELYN P. TAMAYO, Ph.D. CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY

PROJECT PROPOSAL

I. **TITLE:** Payment of Electricity Consumption

II. **RATIONALE:**

Education needs electricity. The real implications of energy for educational attainment cannot be undermined. Strong access to energy greatly increases the functions of learning resources and materials such as computers, projectors, and televisions. Electricity is vital in the maintenance of conducive teaching-learning environment.

III. **OBJECTIVES:**

1. To have strong access to energy as a means for the attainment of educational goals.
2. To pay promptly for the monthly electricity consumption.

IV. **PARTICIPANTS/BENEFICIARIES/VENUE/DATE**

Participant/s:

ADAS/AO/Principal

Beneficiaries

All school stakeholders

Date: January to December 2023

V. **BUDGETARY REQUIREMENTS: Amount: _____ Source of Funds:**
MOOE/SEF

Breakdown of Expenses

Month (2023)	Amount (Care of MOOE)	Amount (Care of SEF)
January		
February		
March		
April		
May		
June		
July		
August		



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September		
October		
November		
December		
Total:		

VI. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school head, teachers, learners, utility workers and concerned stakeholders.

1. the ensurance that all electrical wirings in the school are in good condition;
2. the trend in the electricity consumption/usage;
3. the implementation of school's austerity measures whenever possible for "Save electricity advocacy"; and,
4. the prompt payment of electricity consumption.

Prepared by:

Reviewed:

PRINCIPAL'S NAME, P-

EDGAR L. MANABAT, Ph.D.
Chief, SGOD

Recommending Approval

FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent

APPROVED

MA. IRELYN P. TAMAYO, Ph.D. CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY

October		
November		
December		
Total:		

VI. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school head, teachers, learners, utility workers and concerned stakeholders.

1. The ensurance that all water pipes and faucets in school are in good condition (no leaking);
2. The trend in the water consumption/usage;
3. The implementation of school's austerity measures for "Save water advocacy"; and,
4. The prompt payment of water consumption.

Prepared by:

Reviewed:

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EDGAR L. MANABAT, Ph.D.
Chief, SGOD

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Schools Division Superintendent



Republic of the Philippines
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PROJECT PROPOSAL

I. TITLE: Payment of Water Consumption

II. RATIONALE:

WASH (Water, Sanitation and Health) in schools provides safe drinking water, improves access to and maintenance of clean, gender-friendly, and inclusive sanitation facilities and promotes hygienic behaviors and lifelong good health.

III. OBJECTIVES:

1. To have strong access to water as a means for the attainment of the objectives of WASH.
2. To pay for the monthly water consumption.

IV. PARTICIPANTS/BENEFICIARIES/VENUE/DATE

Participant/s:

ADAS/AO/Principal

Beneficiaries

All school stakeholders

Date: January to December 2023

V. BUDGETARY REQUIREMENTS: AMOUNT: _____ Source of Funds:
MOOE/SEF

Breakdown of Expenses

Month (2023)	Amount (Care of MOOE)	Amount (Care of SEP)
January		
February		
March		
April		
May		
June		
July		
August		
September		



Republic of the Philippines
Department of Education
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PROJECT PROPOSAL

I. **TITLE:** Payment of Internet Service Provider/s

II. **RATIONALE:**

The theme of the United Nations' 4th Sustainable Development goal is ensuring inclusive and equitable quality education and promotion of life-long learning opportunities for all. One of the pillars of sustainable development in education can be achieved through the acknowledgment of the internet's immense contribution in improving the quality of education.

Access to the internet is fundamental to achieving this vision for the future. It can improve the quality of education in many ways. It opens doorways to a kingdom of information, knowledge and educational resources, increasing opportunities for learning in and beyond the classrooms. Teachers utilize online materials to prepare lessons, and students to extend their range of learning. Interactive teaching methods, supported by the Internet, enable teachers to give more attention to individual students' needs and support shared learning. This can help to correct inequalities in education experienced by girls and women. Access to the Internet helps educational administrators to reduce the costs and improve the quality of schools and learning centers.

III. **OBJECTIVES:**

1. To have access to affordable internet connectivity of sufficient bandwidth.
2. To enable teachers and students acquire digital literacy and other skills to make best use of the internet connectivity

IV. **PARTICIPANTS/BENEFICIARIES/VENUE/DATE**

Participant/s:

ADAS/AO/Security Guard/s/Principal

Beneficiaries

All school stakeholders

Date: January to December 2023

V. **BUDGETARY REQUIREMENTS:** **AMOUNT:** _____ **Source of Funds:**
MOOE

Breakdown of Expenses

Month (2023)	Amount	Amount
January		
February		



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March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
TOTAL:		

VI. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school head, ICT coordinator and all the school stakeholders concerned.

1. ensurance of the access to a strong school's internet connectivity with sufficient band width;
2. ensurance of the maintenance/upkept and usage of of the ICT room, DCP packages; information technology facilities/equipment/gadgets issued to teachers, learners and school heads.
3. the integration of Information, Communication and Technology (ICT) in the daily teaching-learning process; and,
4. ensurance of the prompt payment of internet service provider/s.

Prepared by:

Reviewed:

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Chief, SGOD



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY

Recommending Approval

FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent

APPROVED

MA. IRELYN P. TAMAYO, Ph.D. CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY

PROJECT PROPOSAL

I. **TITLE:** Payment of Salary of Security Guard/s

II. **RATIONALE:**

The school hires security guard/s to monitor school grounds and school entrances to ensure that only authorized visitors access the school. He also makes sure that visitors follow visitor protocol and triage visitors' request/s.

III. **OBJECTIVES:**

1. For the school to hire honest, fit, observant, flexible and hardworking security guard/s who shall be responsible for the monitoring of school grounds and school entrance/s and exit/s.
2. To pay promptly for the services rendered by the security guard/s

IV. **PARTICIPANTS/BENEFICIARIES/VENUE/DATE**

Participant/s:

ADAS/AO/Security Guard/s/Principal

Beneficiaries

All school stakeholders

Date: January to December 2023

V. **BUDGETARY REQUIREMENTS: AMOUNT: _____ Source of Funds:**
MOOE/SEF

Breakdown of Expenses

Month (2023)	Amount (Care of MOOE)	Amount (Care of SEF)
January		
February		
March		
April		
May		
June		
July		
August		



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September		
October		
November		
December		
TOTAL		

VI. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school head/head teachers/ADAS/AO.

1. the daily attendance and work of the hired security guard/s;
2. the status of the school grounds and entrance and exit of visitors by inspecting the logbook; and,
3. the ensurance of prompt payment of the salary of the security guard/s.

Prepared by:

Reviewed:

PRINCIPAL'S NAME, P-

EDGAR L. MANABAT, Ph.D.
Chief, SGOD

Recommending Approval

FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent

APPROVED

MA. IRELYN P. TAMAYO, Ph.D. CESO V
Schools Division Superintendent



Republic of the Philippines
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SCHOOLS DIVISION OF ANGELES CITY

PROJECT PROPOSAL

I. TITLE: Minor Repair and Maintenance of School Buildings, Facilities and Equipment

State what needs to be repaired: _____ (ex. Replacement of dilapidated ceiling of Classroom no. 1 DepEd Building A or rehabilitation of..... or upgrading of internet.....)

II. RATIONALE: The Regular repair and rehabilitation of school buildings is necessary to maintain the good condition of the structures as well as their conduciveness to the teaching-learning while prolonging their life spans. While the Department of Education Central has plans for the major repair and rehabilitation of school buildings that come in phase by phase budget allotment, the School head takes the lead role in the planning and implementation of minor repairs of school facilities by proper assessment of classroom condition, water and electrical among others. Minor repairs can be funded through the School MOOE as stated in DepEd Order No. 13, s. 2016, Implementing Guidelines on the Direct Release and Use of Maintenance and other Operation Expenses (MOOE) Allocations of Schools including other funds managed by the schools, Sec. 19. To fund minor repairs of facilities, buildings and grounds maintenance and the upkeep of the school.

III. OBJECTIVES:

1. To constantly assess the condition of school buildings, facilities and equipment.
2. To prepare the program of works for minor repair of buildings and facilities.
3. To procure materials to be used for the minor repair/rehabilitation of buildings, facilities and equipment.

IV. PARTICIPANTS/BENEFICIARIES/VENUE/DATE

Participants

School Facilities Coordinator/ Division Engineer, School Head, AO, ADAS, BAC

Beneficiaries

All school stakeholders

V. BUDGETARY REQUIREMENTS: Source of Funds: MOOE AMOUNT:

Breakdown of Expenses

Item	Description	Quantity	Price	Total
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SCHOOLS DIVISION OF ANGELES CITY

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VI. MONITORING AND EVALUATION:

The School Head, Facilities Coordinator and Division Engineer < ITO and SGOD shall have monitored the compliance to the Program of Work for the building/facilities/equipment for minor repair/maintenance.

Prepared by:

Reviewed:

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Chief, SGOD

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Assistant Schools Division Superintendent

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Schools Division Superintendent



Republic of the Philippines
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Region III
SCHOOLS DIVISION OF ANGELES CITY

PROJECT PROPOSAL

I. TITLE: Payment of Salary of Utility Worker/s

II. RATIONALE:

The school needs to hire utility worker/s who shall be responsible for the cleanliness and maintenance of the school premises, facilities, and equipment. The said hired worker/s can also be tasked to run errand for the school especially those needing urgent actions such as getting of learning materials from the Division Office/school-depot.

III. OBJECTIVES:

1. For the school to hire competent and industrious utility worker/s who shall be responsible for the cleanliness and maintenance of the school premises and equipment and can perform other assigned tasks.
2. To pay promptly for the services rendered by the utility worker/s

IV. PARTICIPANTS/BENEFICIARIES/VENUE/DATE

Participant/s:

ADAS/AO/Security Guard/s/Principal

Beneficiaries

All school stakeholders

Date: January to December 2023

V. BUDGETARY REQUIREMENTS: AMOUNT: _____ Source of Funds:
MOOE/SEF

Breakdown of Expenses

Month (2023)	Amount (Care of MOOE)	Amount (Care of SEF)
January		
February		
March		
April		
May		
June		
July		



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August		
September		
October		
November		
December		
Total:		

VI. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school head/head teachers/ADAS/AO.

1. ensurance of the maintenance of school premises, facilities and equipment;
2. daily and constant monitoring of the attendance and output of the work of the utility worker/s;
3. monitoring of the judicious use of janitorial supplies and consumption of water and electricity of the utility worker/s, and,
4. ensurance of prompt payment of the salary of the utility worker/s.

Prepared by:

PRINCIPAL'S NAME, P-

Reviewed:

EDGAR L. MANABAT, Ph.D.
Chief, SGOD

Recommending Approval

FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent

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Schools Division Superintendent



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY

MOTHER PROJECT PROPOSAL

I. **TITLE:** Conduct of Learners' Training/Seminar or Attendance of Learners to Invitational Trainings/Seminars
Sub-title: TITLE of Learners' Training/Seminar or TITLE of the invitational Training/Seminar

II. **RATIONALE:**

Learners' participation in seminars and trainings is a great way for them to get inspired by knowledgeable and expert resource speakers. In most of these events, speakers share not only knowledge but their stories that enable the learners to be get motivated. Seminars and trainings are excellent avenues for students to learn from others and to be motivated to achieve their own goals. Students get the opportunity to hone their leadership skills, develop their self-confidence and oral communication and establish network and friendship.

Whereas DepEd Order No. 13 S. 2016, Implementing Guidelines on the Direct Release and use of Maintenance and Other Operating Expenses (MOOE) Allocations of schools including other funds managed by the schools support the procurement of learning materials through these sections:

Section 16: to support expenses on special curricular programs (e.g. advocacy, assessment, **capacity building**, learning environment, **learner development** and research and co-curricular activities of special curricular program (e.g. travel expenses). All recipient schools of subsidies under DepEd Orders no. 20 and 38, s. 2015 shall continue to implement their respective curricular programs while other schools may access the School MOOE funds to support their intention to realize such programs.

III. **OBJECTIVES:**

To give learners opportunity to(what is the objective of the training to be given, you may choose from the stated reasons in the rationale. If it is invitational, copy the objectives of the training/seminar in the invitation)

IV. **PARTICIPANTS/BENEFICIARIES/VENUE/DATE**

Participants: Learners (specify who and how many)

Venue: School or write the venue written in the Invitation or Memo

Date:

V. **BUDGETARY REQUIREMENTS: AMOUNT: _____ Source of Funds: MOOE**

Breakdown of Expenses



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Number of Participants

Meals

Honarium of speakers

Travel and accommodation expenses if any

VI. MONITORING AND EVALUATION:

The following shall have been monitored and evaluated by the school head, teachers and teacher-coordinators.

1. the actual conduct of the seminar/training
2. the impact of the seminar/training to student-participants
3. the activity report and complete documentation
4. For invitational seminars: certificate of participation, Itinerary of Travel, Travel Order and Narrative Report

Prepared by:

Reviewed:

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Chief, SGOD

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FERNANDINA P. OTCHENGCO, Ph.D.
Assistant Schools Division Superintendent

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Schools Division Superintendent



Republic of the Philippines
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Region III
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PROJECT PROPOSAL

I. TITLE: Conduct of Year End Rites (Graduation, Moving-Up Recognition)

II. RATIONALE:

Graduation is a venue where students who have successfully met the requirements for elementary and senior high school are acknowledged with the presentation of diploma. Conduct of Graduation/Moving up ceremony varies from one school to another.

Another year end rite that is conducted is the Recognition Day where awards are bestowed on learners who have successfully exhibited excellence in the different subject areas, co and extracurricular activities and leadership skills. DepEd supports the conduct of Awards and Recognition as embodied in the DepEd Order no. 36. s. 2016, Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.

Expenses related to the conduct of year end rites can be drawn from the school's MOOE as stated in DepEd Order No. 13, s. 2016, Implementing Guidelines on the Direct Release and Use of Maintenance and other Operation Expenses (MOOE) Allocations of Schools including other funds managed by the schools Section 17. to finance expenses pertaining to **graduation rites, moving up or closing ceremonies and recognition activities.**

III. OBJECTIVES

1. To acknowledge students who have successfully met the requirements for elementary/junior and senior high school through a simple year-end rites
2. To award learners who have been outstanding in the different subject areas, co and extracurricular activities and in leadership skills.
3. To procure medals, plaques, printing paraphernalia and some decorative materials.

IV. PARTICIPANTS/BENEFICIARIES/VENUE/DATE

Participants

Graduating learners, Awardees, Teachers, School Heads, Parents and guests

Venue: school

Date:

V. BUDGETARY REQUIREMENTS: Amount: Source of Funds: MOOE

Breakdown of Expenses



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Region III
SCHOOLS DIVISION OF ANGELES CITY

Item	Description	Quantity	Price	Total

VI. MONITORING AND EVALUATION:

School Heads and other school administrators and SDO officials concerned shall have monitored the following:

1. Only graduates/completers/awardees, parents/guardians, teachers, school officials are present during the event/s.
2. Conduct of solemn, simple and dignified ceremony/ies.
3. Ensurance that rites must not be used as political fora for candidates or political parties
4. Ensurance that no election-related paraphernalia such as streamers, posters, stickers or other election-related items are distributed within the school premises or online.
5. Compliance to DO 48 s. 2018 titled, Prohibition of Electioneering and Partisan Political Activity.
6. Ensurance that guest speakers must focus their messages on the theme of the SY's EOSY rites and not to campaign for anyone or any political party.

Prepared by:

Reviewed:

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