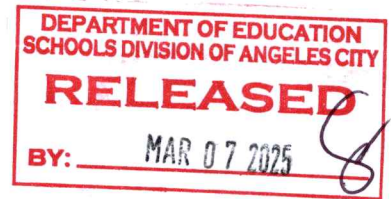




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



06 March 2025

DIVISION MEMORANDUM

No. 088, s. 2025

To: Assistant Schools Division Superintendent
Division Chiefs
Heads of Public Elementary and Secondary Schools

Submission of Activity Requests Aligned with Approved PPAs in the Annual Implementation Plan-Work Financial Plan for FY 2025, and Request for Authority to Conduct

1. In line with our commitment to ensuring the efficient implementation of our programs, projects, and activities (PPAs) as outlined in the approved Annual Implementation Plan (AIP)-Work Financial Plan (WFP) for the fiscal year 2025, this office is requiring all school principals to submit their respective **activity requests**.

2. Please ensure that your submissions are aligned with the approved PPAs and adhere to the following guidelines:

1. **Submission Deadline:** All activity requests must be submitted until **March 14, 2025**.
2. **Format:** Use the standardized Activity Request Form provided by the administration. Ensure all sections are completed accurately.
3. **Justification:** Provide a clear and concise justification for each activity, highlighting its relevance to the approved PPAs.
4. **Budget Estimates:** Include detailed budget estimates for each activity, ensuring they are within the allocated budget in the WFP.
5. **Supporting Documents:** Attach any necessary supporting documents, such as proposals.

3. To request for **Authority to Conduct** for Programs, Projects, and Activities (PPAs) not included in the Annual Implementation Plan (AIP)-Work Financial Plan (WFP), follow these steps:

1. **Identify the Need:** Clearly define the necessity and objectives of the PPA. Ensure it aligns with the overall goals and priorities of the school.
2. **Prepare a Proposal:** Draft a detailed proposal outlining the PPA, including its objectives, expected outcomes, timeline, and budget. Highlight why it was not included in the original AIP and WFP.
3. **Seek Approval:** Submit the proposal to the Schools Division Office of Angeles City, for review and approval of the SDS.
4. **Realignment of Funds:** If approved, coordinate with the finance unit to realign funds from other budgeted activities or identify alternative funding sources. This may require completing an ATC Form.



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4. Under General Appropriation Act, FY 2025, any available allotment from the amounts programmed for **petroleum, oil and lubricants, water, illumination and electric or power services, telephone and other communication services including internet** may be modified only in the **last quarter** of the fiscal year and subject to the provisions of Section 80 hereof.
5. Prompt and wide dissemination of, and adherence to, this memorandum are hereby mandated.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

SGOD/CES/March 6, 2025