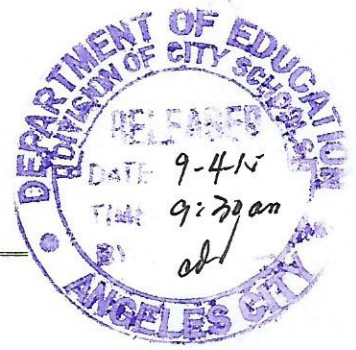




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Jesus Street, Pulungbulu, Angeles City

Tel. No. : (045) 322- 4702 / Fax No. (045) 887- 6099



September 2, 2015

DIVISION MEMORANDUM

No. 203 , s. 2015

**REITERATION ON THE IMPLEMENTATION OF
DIVISION MEMORANDUM NO. 137, S. 2015
(POLICIES/GUIDELINES IN THE PREPARATION OF
PROJECT PROPOSAL AND TRAININGS)**

To: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Heads of Public Elementary and Secondary Schools

1. It has been observed that despite the issuance of Division Memorandum No. 137, s. 2015, entitled, "*Policies/Guidelines in the Preparation of Project Proposal and Trainings*", proponents do not follow the guidelines stipulated therein.

2. This memorandum reiterates the following guidelines:

- 2.1 Alignment of the proposal's objectives with DepEd Vision, Mission and strategic directions;
- 2.2 Proposal must be needs-based (*attached TNA and Summary of IPPD*);
- 2.3 Proposal must be in the Annual Implementation Plan of the school/office; (*attach photocopy of the AIP which reflects the need of the training*)
- 2.4 A Working committee must be included in the proposal with only one chairman and a co-chair with members;
- 2.5 Format of the proposal issued by this Office must be followed;
- 2.6 The Policy of "*No Disruption of Classes*" must be adhered to in the conduct of the training;
- 2.7 School Head/Head of Office must endorse the proposal to the Office of the Schools Division Superintendent (*see attached sample of endorsement*)


3. Also, please be informed that as per an unnumbered memorandum from DepEd Central Office, the undersigned shall sign official correspondence as follows:

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

4. Furthermore, it is suggested that the proposal must be edited by the communication teacher/staff of the office concerned for the mechanics in technical writing.

5. Proposals will be returned to the proponent if the guidelines articulated in the Division Memorandum will not be followed.

6. Immediate dissemination and compliance with this Memorandum is enjoined.


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

_____ } Letterhead

1st Endorsement
August 27, 2015

Respectfully forwarded to the OIC-Schools Division Superintendent, Division of City Schools, Angeles City, the herein proposal of (Name of Proponent), (Designation of Proponent), of this school, entitled, " _____ " for your approval.

Principal

_____ } Letterhead

1st Endorsement
August 27, 2015

Respectfully forwarded to the OIC-Schools Division Superintendent, Division of City Schools, Angeles City, the herein proposal of (Name of Proponent), (Designation of Proponent), of this school, entitled, " _____ " for your approval.

Principal