

Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City



Jesus Street, Pulungbulu, Angeles City Tel. No. (045) 322-5722; 888-0582; 322-4702 / Fax Nos. (045) 887-6099

November 22, 2013

DIVISION MEMORANDUM No. 74 S. 2004

IMPLEMENTATION OF GUIDELINES AND FLOWCHART FOR THE APPROVAL OF SCHOOL-BASED PROJECT PROPOSALS FUNDED BY NATIONAL/CENTRAL AND MODE BUDGET

TO: EDUCATION PROGRAM SUPERVISORS
UNIT HEADS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS

- 1. This is to inform the field that starting immediately upon release of this memorandum, the attached Flowcharts will be implemented for approval of the Project Proposals for national/central and MOOE budget.
- 2: Be informed also that a copy of the Approved SIP/AIP be furnished to the Planning Unit.
- 2. Strict compliance of the attached Flowcharts is enjoined for proper documentation and reporting to the regional and central offices.
- 3. Immediate and wide dissemination of this memorandum is desired.

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OIC-Schools Division Superintendent

FLOWCHART - IMPLEMENTATION OF SCHOOL-BASED TRAINING CHARGED TO MOOE

Project Proposal (School)

> (Receiving & checking the required documents Records (Division)

(Checking with AIP, SIP & recording of Activity) Planning Officer

(Recommending Approval **Assistant Schools Div** Superintendent

Schools Division Superintendent (for Approval)



REQUIREMENTS FOR PROJECT PROPOSAL

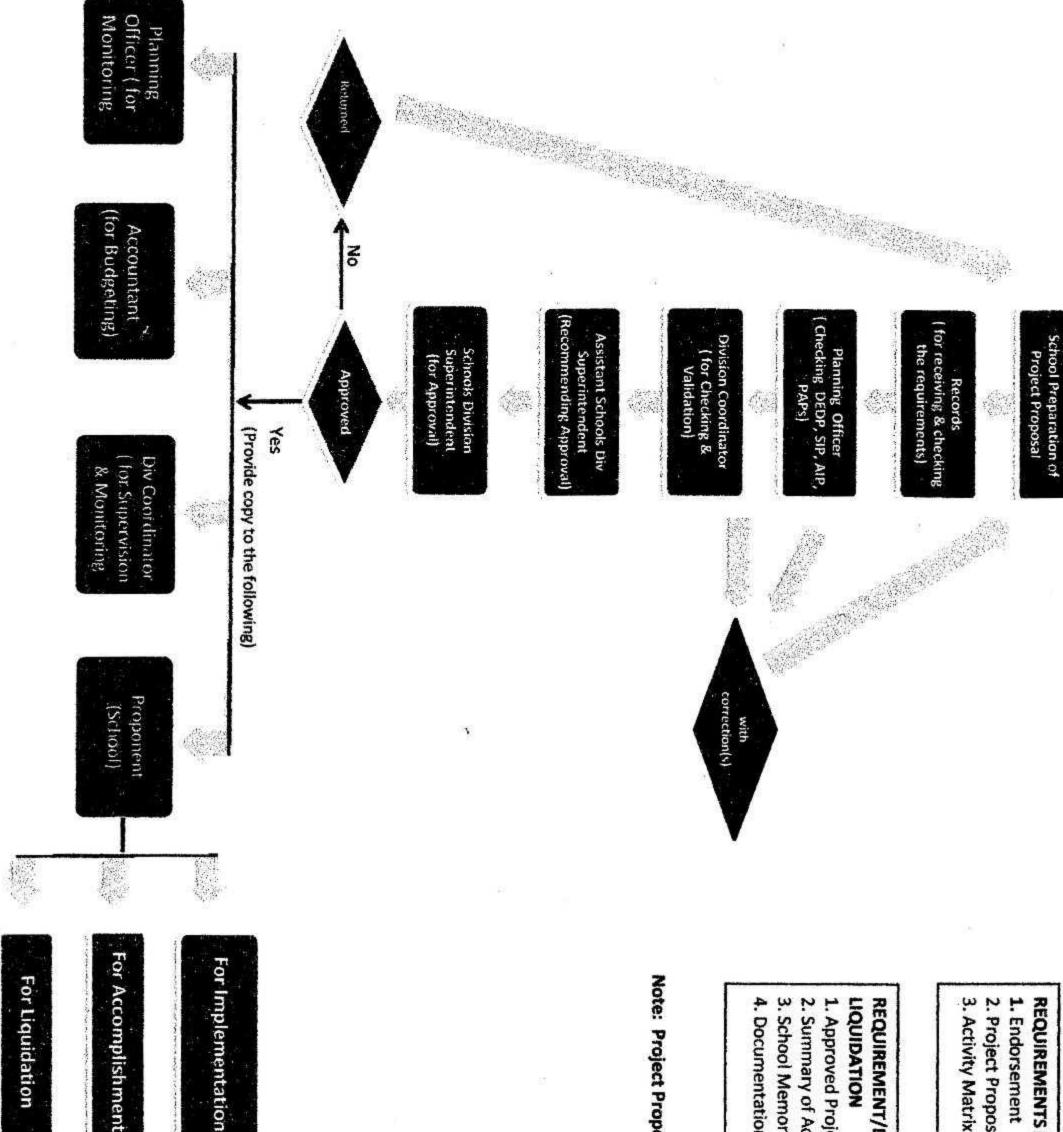
- Endorsement
- Project Proposal
- 3. Activity Matrix

LIQUIDATION REQUIREMENTS/DOCUMENTS NEEDED FOR

- Approved Project Proposal
- 2. Summary of Accomplishment Report
- 3. School Memorandum
- 4. Documentation with pictures

Note: Project Proposal must be approved atleast 5 days before the implementation

Proponent/School Head (for implementation) Accomplishment: iquidation 13. 13. 14. 15. Planning Officer Accountant



REQUIREMENTS FOR PROJECT PROPOSAL

- Endorsement
- Project Proposal
- 3. Activity Matrix

LIQUIDATION REQUIREMENT/DOCUMENTS NEEDED FOR

- Approved Project Proposal
- 2. Summary of Accomplishment Report
- 3. School Memorandum
- Documentation with pictures

Note: Project Proposal must be approved atleast 20 days before the implementation

Div Coordinator

Accountant

Planning Officer (for the preparation of Accomplishment Report/Year End Assessment) Annual