



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 MOOE BUDGET**

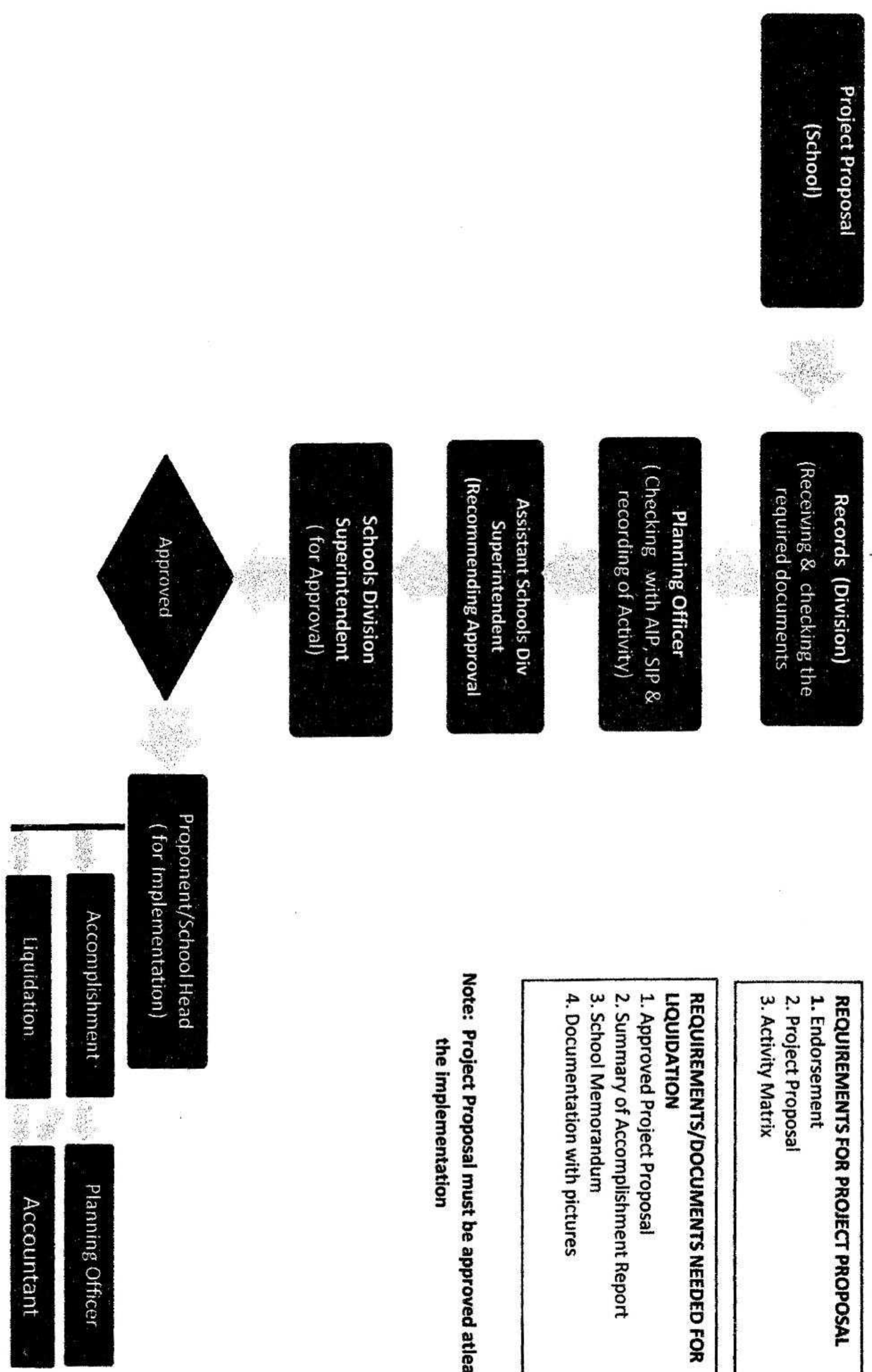
**TO: EDUCATION PROGRAM SUPERVISORS  
UNIT HEADS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS**

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.



  
**LUZ C. ARRIOLA**  
OIC-Schools Division Superintendent

# FLOWCHART - IMPLEMENTATION OF SCHOOL-BASED TRAINING CHARGED TO MOOE



- REQUIREMENTS FOR PROJECT PROPOSAL**
1. Endorsement
  2. Project Proposal
  3. Activity Matrix

- REQUIREMENTS/DOCUMENTS NEEDED FOR LIQUIDATION**
1. Approved Project Proposal
  2. Summary of Accomplishment Report
  3. School Memorandum
  4. Documentation with pictures

**Note: Project Proposal must be approved at least 5 days before the implementation**

- REQUIREMENTS FOR PROJECT PROPOSAL**
1. Endorsement
  2. Project Proposal
  3. Activity Matrix

- REQUIREMENT/DOCUMENTS NEEDED FOR LIQUIDATION**
1. Approved Project Proposal
  2. Summary of Accomplishment Report
  3. School Memorandum
  4. Documentation with pictures

**Note: Project Proposal must be approved at least 20 days before the implementation**

