



Department of Education  
Region III  
**DIVISION OF ANGELES CITY**  
Jesus St., Pulungbulu, Angeles City



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August 6, 2018

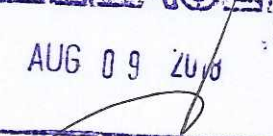
**DIVISION MEMORANDUM**  
No. 334, s. 2018

**RELEASED**

**REITERATING COMPLIANCE WITH THE POLICY GUIDELINES  
AND FORMAT IN THE PREPARATION OF PROJECT PROPOSALS**

AUG 09 2018

To: OIC-Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
CID Personnel  
SGOD Personnel  
Unit Heads and Staff  
Heads of Public Elementary and Secondary Schools  
All Others Concerned

By   
DepED Angeles City  
Division of City Schools

1. It has been observed that proponents of school projects followed different formats in the preparation of proposals despite the previous issuance of two (2) division memorandum regarding the matter.
2. Anent to this, this Office issues this memorandum to be strictly complied with in the preparation of project proposals for seminars, workshops, trainings and other similar activities and for the purchase of materials, installation / repair of structures in the school which are charged against the school MOOE.

**A. Format for Project Proposal for seminars, workshops, trainings and other similar activities**

- I. TITLE
- II. PROPONENT (Person/s who prepared and in-charge of the project)
- III. DATE & VENUE
- IV. RATIONALE (Reason/s or basis/bases for the conduct of the activity)
- V. OBJECTIVES (What the proponent would like to achieve in the conduct of the activity)
- VI. DESCRIPTION OF THE PROJECT/TRAINING (Details on how the training will be conducted, what are the expected outputs, etc.)
- VII. PARTICIPANTS (Who the attendees are and how many will attend)
- VIII. TRAINERS/RESOURCE SPEAKERS/FACILITATORS

- IX. BUDGETARY REQUIREMENTS (details of the expenses, the training materials needed, and the source of budget)
- X. MONITORING & EVALUATION (Person/s who will monitor the project, and end of activity evaluation)

Prepared by:

\_\_\_\_\_  
Teacher/Proponent

Approved:

\_\_\_\_\_  
Principal

NOTED:

**LEILANI S. CUNANAN, CESO VI**  
Schools Division Superintendent

**B. Format for the purchase of materials, installation/repair of structures in the school**

- I. TITLE
- II. PROPONENT
- III. DATE OF IMPLEMENTATION
- IV. RATIONALE
- V. OBJECTIVES
- VI. DESCRIPTION OF THE PROJECT (What the project is all about and how it will be implemented)
- VII. PERSONS INVOLVED
- VIII. PROGRAM OF WORKS (to be reviewed and inspected by the Division Engineer)

Prepared by:

\_\_\_\_\_  
Proponent

Funds Available:

\_\_\_\_\_  
Bookkeeper

Approved:

\_\_\_\_\_  
Principal

NOTED:

**LEILANI S. CUNANAN, CESO VI**  
Schools Division Superintendent

### C. Format for the preparation of instructional materials

- I. TITLE
- II. PROPONENT
- III. TIME FRAME
- IV. RATIONALE
- V. OBJECTIVES
- VI. DESCRIPTION OF THE PROJECT (What the project is all about and how it will be implemented)
- VII. PERSONS INVOLVED
- VIII. WORK PLAN

Prepared by:

Noted:

\_\_\_\_\_  
Proponent

\_\_\_\_\_  
Principal

Reviewed:

\_\_\_\_\_  
(Subject Area Supervisor)

Recommending Approval:

\_\_\_\_\_  
CID Chief

APPROVED:

**LEILANI S. CUNANAN, CESO VI**  
Schools Division Superintendent

3. Procedure for approval/notation by the Schools Division Superintendent (SDS):
  - Proponent writes a letter addressed to the principal asking for permission to conduct the training/project.
  - Principal endorses the proposal to the SDS (See attached sample)
  - Records Officer receives the proposal from the proponent
  - Records Officer/proponent delivers the proposal to SGOD for review/recommendation for SDS' approval. If the proposal involves the preparation of a workbook or module, the subject area supervisor concerned must review the proposal and to be recommended by the CID chief.
  - Proponent follows-up the proposal from the records/SDS's secretary

4. The following must be attached to the proposal for **seminars, workshops, trainings and other similar activities** :

- Photocopy of the page in the SIP/AIP which reflects the project/program
- Training Design/Matrix
- Monitoring and evaluation tool
- Working Committees
- Results of Training Needs Assessment

5. Project Proposals which are submitted to this Office not in compliance with the above guidelines will be returned to the proponent. Proposals must be submitted to this Office at least one week before the date of implementation.

6. Strict compliance with this memorandum is desired.

  
**LEILANI S. CUNANAN, CESO VI**  
Schools Division Superintendent

*lviansangan/chiefsgod*

**SAMPLE ENDORSEMENT**  
**(For seminars, workshops, trainings and other similar activities and for the purchase of materials, installation/repair of structures in school)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1<sup>st</sup> Endorsement

\_\_\_\_\_  
Date

Respectfully submitted to the Schools Division Superintendent, Division of City Schools, Angeles City, the attached project proposal of \_\_\_\_\_, Teacher \_\_\_\_\_, of this school, entitled, " \_\_\_\_\_ ", for notation.

\_\_\_\_\_  
Principal

**SAMPLE ENDORSEMENT**  
**(For instructional materials)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1<sup>st</sup> Endorsement

\_\_\_\_\_  
Date

Respectfully submitted to the Schools Division Superintendent, Division of City Schools, Angeles City, the attached project proposal of \_\_\_\_\_, Teacher \_\_\_\_\_, of this school, recommending approval.

\_\_\_\_\_  
Principal