
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: OSDS - SDS

RELEASED

October 9, 2019

DIVISION MEMORANDUM

No. 391, s. 2019

OCT 10 2019
 By _____
 Division Office
 Division of City Schools

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

To: 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

1. It has been observed that proponents of project proposals followed different formats despite the issuance of division memoranda regarding the matter.
2. For purpose of uniformity and ease in reviewing, the following formats for specific proposals must be strictly adhered to:

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:

Approved:

 Teacher/Proponent

 Principal

NOTED:

LEILANI S. CUNANAN, CESO V
 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 (attachment to the proposal to be reviewed by the Division Engineer)

Prepared by:

Funds Available:

Proponent

Bookkeeper

Approved:

Principal

NOTED:

LEILANI S. CUNANAN, CESO V
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 V
Schools Division Superintendent

3. Proposals must be endorsed and not transmitted to this Office at least one (1) week before its implementation. Proposals that are not compliant with these guidelines will be endorsed back to the proponent.
4. All other provisions of the previous issuances are still in effect.
5. Attached hereto is a sample endorsement for your reference.
6. Strict compliance with this memorandum is desired.


LEILANI S. CUNANAN, CESO V
Schools Division Superintendent

SAMPLE ENDORSEMENT

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

1st Endorsement

Date

Respectfully submitted to the Schools Division Superintendent, Division of Angeles City, the herein project proposal of _____, Teacher ____, of this school, entitled, “_____”, for notation.

Principal

**SAMPLE ENDORSEMENT
(For instructional materials)**

1st Endorsement

Date

Respectfully submitted to the Schools Division Superintendent, Division of Angeles City, the herein project proposal of _____, Teacher ____, of this school, entitled “_____”, recommending approval.

Principal