



Republic of the Philippines  
 Department of Education  
 Region V – Bicol

**TANGGAPANG PANSANGAY NG CATANDUANES**

October 31, 2024

**DIVISION MEMORANDUM**  
 No. 559, s. 2024

**AUTHORIZED SIGNATORIES ON PROJECT PROPOSALS**

TO : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 CID and SGOD Personnel  
 OSDS Unit Heads and Personnel  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. To improve service delivery in the Schools Division of Catanduanes, in particular on the review and approval of project proposals, this Office hereby authorizes division, district and school officials to approve proposals submitted by proponents in the respective governance level as follows:

Scope of Program/Project / Activity (PPA) Implementation	Proponent	Reviewer (Step 1)	Recommending Approval (Step 2)	Approving Authority (Step 3)
School level	School Coordinator	School Head	Program Manager in the SDO	For curriculum proposals, CID Chief;
	School Head	Public Schools District Supervisors		
District Level	District Coordinator	Public Schools District Supervisors	Program Managers in the SDO	For operations, SGOD Chief;  For concerns with OSDS Units, Unit Heads with jurisdiction on the proposal.
	Public Schools District Supervisor			
Division Level	Division Office Personnel		For curriculum proposals, CID Chief;  For operations, SGOD Chief;  For concerns with OSDS Units, Unit Heads with jurisdiction on the proposal.	Schools Division Superintendent  (Assistant Schools Division Superintendent when delegated as OIC)

Enclosure 1 to this memorandum provides a simplified project proposal format that will be used for proposals that are not used for employee promotion as well as proposals for minor repairs in schools and offices.

**Cover letters and folders should no longer be submitted** so that the use of paper will be minimized. Reusable plastic envelopes may be used for the protection of the document submitted but it is **not required**.



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2. Proposals that are material to employee promotion must follow the guidelines and formats issued for their purposes. These are proposals on:

Application of Education	Curricular Materials Development
Application of Learning & Development	Grade Level/Subject Area/Special Programs as designated Coordinator
Research	Personnel Trainings
Innovation	Community Service
Income Generating Projects	Others credited for promotion

3. To ensure that proposals are acted upon on time, they must be submitted at least three (3) weeks prior to implementation with a grace period of one (1) week if there is a valid reason for the delay in submission. It will also suffice for PPAs that will undergo procurement activities. Proposals submitted after implementation will no longer be approved.

4. Further instructions on the submission of proposals are:

- The approving authority must refer to the **approved** Annual (School) Improvement Plan or Work & Financial Plan for his/her decision to approve the proposal. No program, project or activity must be approved if it was not included in the plans **approved** by the (OIC) Schools Division Superintendent unless there is an **approved** Supplementary AIP/WFP.
- Programs, Projects and Activities that are to be implemented with DepEd partner agencies must follow the agreements stipulated in the MOA/MOU or memoranda from higher offices or guidelines issued by the SDO.
- A school personnel is not allowed to propose activities in the higher governance levels unless it is for research purposes.
- In each of the steps, the document must be reviewed in a maximum period of three days only. If the approving authority is on official travel, the Officer-In-Charge of the Office may review and act on the proposal to avoid delay. For the Office of the Schools Division Superintendent, online action (approval or disapproval) may be taken for proposals with Sub-ARO issued from higher offices while actual signing on the proposal will be done when the (OIC) SDS reports back in the office.
- Proposals must be properly tracked in the following order: first to the office where it has to be reviewed, second to the office of the recommending authority and last to the approving authority.

5. This memorandum shall take effect from November 4, 2024 onwards unless rescinded or revoked.

6. Dissemination of and strict compliance to this memorandum is desired.

  
**CECILE C. FERRO CESO VI**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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Enclosure to Division Memorandum No. 559, s. 2024

**PROJECT PROPOSAL**

<b>1. Title of the Project:</b>	<b>2. Type:</b> ___ Regular ___ Special	<b>3. Duration (month/day/year) and Venue</b>
<b>4. Goal / Objectives / Purposes:</b> At the end of the activity, the participants are expected to have: 1) 2) 3)	<b>5. Lead Implementing Unit/Office:</b>	
	<b>6. Participation/Cooperating Unit/Office:</b>	
<b>7. Target Beneficiaries / Participants and Number:</b>  (List participants by groups)  <b>Total:</b>	<b>8. Partner Organization / Agencies/persons (If any)</b>	
<b>9. Description:</b>		
<b>10. Budget:</b>  (List items with budget)  <b>Total:</b>	<b>11. Source of Fund:</b>	
<b>Prepared by:</b>  Name of Proponent Position/Designation	<b>Certification of fund availability:</b>  Name Budget Officer/Finance Personnel	
<b>Approved by:</b>  Name of Approving Authority Position/Designation		



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