



Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF TUGUEGARAO CITY

March 16, 2021

**DIVISION MEMORANDUM**

No. 046, s. 2021

**UNIFIED TEMPLATE FOR THE PREPARATION OF PROJECT PROPOSALS**

To: Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 Public Schools District Supervisors  
 Unit Heads  
 Elementary and Secondary School Heads

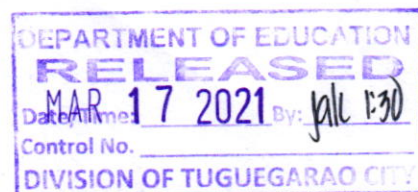
1. This Office, through the Research and Planning Unit of the School Governance and Operation Division (SGOD), issued an unnumbered Memorandum dated February 18, 2020 re: Use of Unified Project Proposal/IGP Templates, purposely to unify the process of conducting Project Proposals, Income Generating Projects (IGP) and Work Plans. Attached in the said Memorandum is a template which should be the basis for the preparation of project proposal. Despite such Memorandum, there are still proposals submitted to this Office with different format and content (See attached copy of the unnumbered Memorandum).
2. Anent to this, this Office reiterates that project proposals submitted to this Office should conform with the format and content provided in the template.
3. School Heads and Division/Unit/Section Heads are enjoined to check the relevance and conformity of the proposals before endorsing to this Office.
4. For information, immediate dissemination and compliance.

**REYNANTE Z. CALIGUIRAN**

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

To be indicated in the Perpetual Index  
 Under the following subjects

Communication      Records  
 Projects              Schools



SGOD-03-50



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Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>July 2, 2018</b>	Page:	<b>1</b>



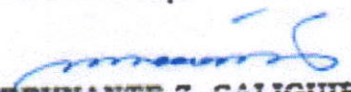


Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY

SGOD 2020-0046

**MEMORANDUM**

To: **Asst. Schools Division Superintendent**  
**CID and SGOD Chiefs**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Public Elementary, Secondary and SHS Principals**  
**All others concerned**

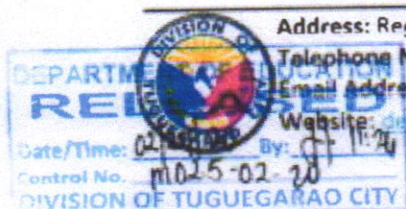
From:   
**KEYNANTE Z. CALIGUIRAN**  
Asst. Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

Date: February 18, 2020

Subject: **USE OF A UNIFIED PROJECT PROPOSALS/IGP TEMPLATES**

1. To unify the process of conducting Project Proposals, Income Generating Projects (IGP) and Work Plans, this Office, in its quest for continual improvement, requires all proponents to use the attached template.
2. In order to have more purposive projects in the division, proponents must focus on the impact of the project proposal in relation to access, quality and/or governance.
3. School Heads are advised to evaluate the relevance of projects before endorsing project proposals to this office.
4. For information, immediate dissemination and compliance.

SGOD/gmd/gba



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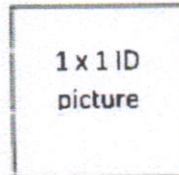
SGOD-2020-00\_\_

**WORK PLAN / IGP**

} 2 spaces

**TITLE OF PROJECT PROPOSAL / IGP**

} 3 spaces



**Name of Proponent**  
Position  
Official Station/ School

**DATE OF COMPLETION**