



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

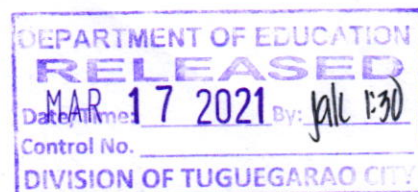
1. This Office, through the Research and Planning Unit of the School Governance and Operation Division (SGOD), issued an unnumbered Memorandum dated February 18, 2020 re: Use of Unified Project Proposal/IGP Templates, purposely to unify the process of conducting Project Proposals, Income Generating Projects (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:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	1



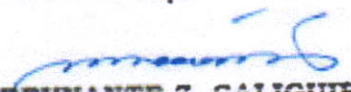


Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

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

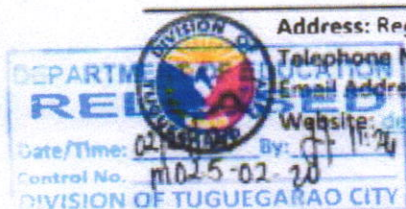
From: 
KEYNANTE Z. CALIGUIRAN
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

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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Doc Code	FM-ORD-003	Rev:	00
As of:	July 2, 2018	Page	1



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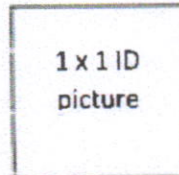
SGOD-2020-00__

WORK PLAN / IGP

} 2 spaces

TITLE OF PROJECT PROPOSAL / IGP

} 3 spaces



Name of Proponent
Position
Official Station/ School

DATE OF COMPLETION

I. TITLE

II. RATIONALE

THIS PORTION DISCUSSES THE REASONS AND ADVANTAGES OF THE PROJECT PROPOSAL / IGP IN RELATION TO:

- IMPROVING QUALITY
- IMPROVING ACCESS
- ENHANCING GOVERNANCE
 - AT LEAST 3 STANZAS

III. PLAN OF ACTION

THIS INCLUDES:

- A. OBJECTIVES (GENERAL AND SPECIFIC)
- B. TIME FRAME
- C. SUBJECT, TARGET CLIENTELE AND/OR COVERAGE
- D. SOURCE OF FUND OR BUDGETARY REQUIREMENT
- E. ACTIVITIES TO BE UNDERTAKEN (GANTT CHART)

IV. IMPACT OF THE PROJECT PROPOSAL/WORK PLAN / IGP

V. REFERENCE/BIBLIOGRAPHY