



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

NOV 24 2023

**DIVISION MEMORANDUM**  
No. 450 s. 2023

**REMINDERS ON THE REQUEST FOR APPROVAL OF  
PROGRAMS, PROJECTS AND ACTIVITIES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Principals  
All Others Concerned

1. To ensure the smooth processing, review and approval of the requests submitted to the Schools Division Office of Bataan, this Office announces the **Reminders on the Request for Approval of Programs, Projects and Activities (PPA)**.
2. Requests for approval for PPAs must be submitted to this Office **at least seven (7) working days prior to the activity being subjected for approval**. Further, the seven-day processing time shall start on the receiving date of the document, stamped by the Records Section of SDO Bataan, with compliance to all needed attachments for the submitted request.
3. Schools or proponents who will fail to comply with the set time frame must attach an explanation letter identifying the reason/s for the late submission of the request.
4. Further, District Offices must monitor the submission date of the PPAs endorsed by their respective offices, taking in consideration the guideline stipulated in this Memorandum.
5. Immediate dissemination of and strict compliance to this Memorandum is desired.

  
**CAROLINA S. VIOLETA, EdD, CESO VI**

*Schools Division Superintendent*

  
SO5/jmn

Encls.: As stated

To be indicated in the Perpetual Index  
under the following subjects:

**QUALITY MANAGEMENT SYSTEM**



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