



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

JUN 28 2024

DIVISION MEMORANDUM
No. 258 s. 2024

**STANDARDIZATION IN THE UTILIZATION OF A UNIFORM
PROJECT PROPOSAL TEMPLATE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
SDO Unit Heads
All Others Concerned

1. To ensure the uniformity of the forms utilized by SDO Bataan and schools, this Office announces the **Standardization in the Utilization of a Uniform Project Proposal Template**.
2. The attached Project Proposal Templates shall be utilized for projects, trainings, seminars, LAC sessions, and similar activities that request for the approval of budgetary requirements.
3. Further, the attached Project Proposal Template shall be used for the abovementioned activities by all schools **regardless of fiscal autonomy**.
4. Enclosed to this Memorandum are the following:
Enclosure 1. Sample Project Proposal Template for Schools
Enclosure 2. Sample Project Proposal Template for SDO Bataan
5. Immediate dissemination of and strict compliance to this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

SO10/SO11 
Encls.: As stated

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

PROGRAMS PROJECTS ACTIVITIES



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.depedbataan.com bataan@deped.gov.ph
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"We Mould Heroes"





Project Title:
Sample Activity for School Project Proposal Title

Budget Proposed: Php 9,440.00

Republic of the Philippines
Department of Education
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Enclosure 1. Project Proposal Template for Schools

PROJECT PROPOSAL

TITLE OF ACTIVITY: Sample Activity for School Project Proposal Title
DATE: June 27, 2024
PROPONENT: Sample School Name
VENUE: Sample School Covered Court
SOURCE OF FUND: School MOOE

I. RATIONALE:

In this part, the proponent must give a brief background about the program, project or activity being proposed, its importance as well as its targets

II. OBJECTIVES:

1. Please provide the enumerated specific objectives of the program;
2. Project; and
3. Activity.

III. PARTICIPANTS

Sample Activity for Project Proposal Title

Sample Participant A	1
Sample Participant B	5
Sample Participant C	14
Total	20

IV. BUDGETARY REQUIREMENTS

CLASSIFICATION	No. of Pax/Items	AMOUNT
A. MEALS		
A. Meals of Participants (P400)	20pax	8,000.00



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CSC PRIME-HRM BRONZE AWARD



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Project Title:
Sample Activity for School Project Proposal Title

Budget Proposed: Php 9,440.00

Republic of the Philippines
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REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

B. TARPAULIN		
A. Tarpaulin 8x6 (P1440)	1	1,440.00
	TOTAL	Php 9,440.00

Prepared by:

Funds Available:

SAMPLE PRINCIPAL NAME
Principal I

SAMPLE NAME OF BUDGET OFFICER
Budget Officer/Bookkeepers for IUs

Noted:

RAMON C. PEREZ
SGOD Chief

Recommending Approval:

ARMANDO C. CAPILI, EdD
Assistant Schools Division Superintendent

Approved:

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 20170208



PHILIPPINE QUALITY AWARD
COMMITMENT TO QUALITY MANAGEMENT SYSTEM
ISO 9001:2015



Republic of the Philippines
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REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Project Title:
Sample Activity for SDO Project Proposal Title

Budget Proposed: Php 9,440.00

Enclosure 2. Sample Project Proposal Template for SDO Bataan

PROJECT PROPOSAL

TITLE OF ACTIVITY: Sample Activity for SDO Project Proposal Title
DATE: June 27, 2024
PROPONENT: Sample SDO Unit
VENUE: SDO Bataan Bulwagan ng mga Bayani at Banal
SOURCE OF FUND: School MOOE

I. RATIONALE:

In this part, the proponent must give a brief background about the program, project or activity being proposed, its importance as well as its targets

II. OBJECTIVES:

4. Please provide the enumerated specific objectives of the program;
5. Project; and
6. Activity.

III. PARTICIPANTS

Sample Activity for Project Proposal Title

Sample Participant A	1
Sample Participant B	5
Sample Participant C	14
Total	20



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 REGION III
 SCHOOLS DIVISION OFFICE OF BATAAN

Project Title:
 Sample Activity for SDO Project Proposal Title
Budget Proposed: Php 9,440.00

IV. BUDGETARY REQUIREMENTS

CLASSIFICATION	No. of Pax/Items	AMOUNT
A. MEALS		
B. Meals of Participants (P400)	20pax	8,000.00
B. TARPAULIN		
B. Tarpaulin 8x6 (P1440)	1	1,440.00
	TOTAL	Php 9,440.00

Prepared by:

Noted:

SAMPLE – NAME OF PROPONENT

Designation

SAMPLE UNIT HEAD

Designation and Unit Supervised

Verified and booked by:

Funds Available:

Name of HRD – in-Charge

SEPS – HRD

SAMPLE NAME OF BUDGET OFFICER

Budget Officer

Recommending Approval:

ARMANDO C. CAPILI, EdD
 Assistant Schools Division Superintendent

Approved:

CAROLINA S. VIOLETA, EdD, CESO V
 Schools Division Superintendent



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