



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

JAN 15 2025

DIVISION MEMORANDUM

No. 019, s. 2025

SUBMISSION OF SCHOOL MENU OF NEEDS

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

1. In order to provide accurate assistance to schools through partnerships, this Office informs all concerned regarding the submission of the **School Menu of Needs**.
2. School Heads must submit a **soft copy** of **School Menu of Needs** for **Fiscal Year 2025** on or before January 30, 2025, through this link: <https://tinyurl.com/2025SchoolMenuofNeeds>.
3. The template for School Menu of Needs can be accessed and downloaded through this link: <https://tinyurl.com/2025SchoolMenuofNeedsTemplate>.
4. Further, The School Partnership Focal Person must monitor and update the uploaded Menu of Needs quarterly, indicating if they have been addressed through partnerships and resourcing by filling out the remarks column.
5. The Schedule of Quarterly Online Updating and Monitoring of School Menu of Needs is as follows:

Date	Quarter
March 28, 2025	1 st Quarter
June 27, 2025	2 nd Quarter
September 26, 2025	3 rd Quarter
December 19, 2025	4 th Quarter

6. Attached is the template for the School Menu of Needs.
7. Immediate dissemination of this Memorandum is desired.


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

To be indicated in the Perpetual Index
 under the following subjects:
 Menu of Needs Partnership

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