



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

JAN 23 2025

DIVISION MEMORANDUM
No. 039, s. 2025

**REITERATION ON THE SUBMISSION OF PROJECT
PROPOSALS FOR FY 2025**

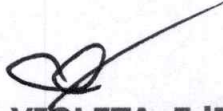

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
All Division Office Personnel
All Others Concerned

1. This Memorandum serves as a reminder regarding the submission of **Project Proposals for Fiscal Year 2025**.
2. Project proposals must be submitted at least **15 working days** prior to the scheduled activity. The counting of days for document processing will begin upon the receipt of the document at the SDO Bataan Records Section. Any failure to comply with this timeline, deviation from the provided template, or submission of incomplete documents will lead to the **return** or **disapproval** of documents.
3. Schools must ensure that project proposals submitted include clear rationale and objectives, outlining the proposal's relevance to the school's needs and mandates. Additionally, the total budgetary requirements should be listed **on the same page as the signatories**.
4. Further, an accomplishment report must be submitted to this Office within **10 working days** following the completion of each activity.
5. Enclosed to this Memorandum are the following:
 - 6.1 Enclosure Number 1. Sample Project Proposal Template
 - 6.2 Enclosure Number 2. Accomplishment Report Template



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6. Immediate dissemination of and strict compliance to this Memorandum is enjoined.


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

SO11/mbdc
January 21, 2025



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Project Title:
Sample Activity for School Project Proposal Title

Budget Proposed: Php 9,440.00

Enclosure 1 to Div. Memo _____, s. 2025

PROJECT PROPOSAL

TITLE OF ACTIVITY: Sample Activity for School Project Proposal Title
DATE: January 21, 2025
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



Project Title:
Sample Activity for School Project Proposal Title

Budget Proposed: Php 9,440.00

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IV. BUDGETARY REQUIREMENTS

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

Prepared by:

Funds Available:

**SAMPLE PRINCIPAL NAME
OFFICER**

SAMPLE NAME OF BUDGET

Principal I

Budget Officer/Bookkeepers for IUs

Noted:

Verified:

RAMON C. PEREZ

MYRA V. DILIG

SGOD Chief

Accountant III

Recommending Approval:

ARMANDO C. CAPILI, EdD
Assistant Schools Division Superintendent

Approved:

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



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"We Mould Heroes"





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Enclosure 2 to Div. Memo _____, s. 2025

ACCOMPLISHMENT REPORT

School:

Event/Activity:

Date:

Venue:

- I. Key Objectives:**
- II. Activities/Achievements:**
- III. Conclusion:**
- IV. Pictures with Caption**

Submitted by:

NAME
Position