



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

OCT 01 2026

DIVISION MEMORANDUM
No. 413, s. 2026

ADOPTION OF A STANDARDIZED PROJECT PROPOSAL TEMPLATE FOR THE SCHOOLS DIVISION OFFICE OF BATAAN AND ITS IMPLEMENTING AND NON-IMPLEMENTING UNITS

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Junior and Senior High School Heads
All Other Concerned

1. Pursuant to ARTA Memorandum Circular (MC) No. 2024-05, entitled "Guidelines on the Implementation of the Three (3) Signatories Rule Under Section 9(D) of Republic Act No. 11032 in relation to Rule VII, Section 5 of the Joint Memorandum Circular No. 2019-001," this Office adopts the Three (3) Signatories Rule, limiting all transactions requiring approval and/or signatures to a maximum of three (3) signatories representing officers directly supervising the concerned office or agency; accordingly, this Office hereby constitutes the following signatories for the Project Proposal:

Action	Authorized Signatory
Prepared By	Division Chief or Unit Head (For Schools Division Office) School Head (For Implementing and Non-Implementing Units)
Funds Available	Rhodora C. Ganzon Administrative Officer V / Budget Officer III
Approved	Carolina S. Violeta, EdD, CESO V Schools Division Superintendent

2. Attached as enclosures are the following sample project proposals for the Schools Division Office of Bataan and its Implementing and Non-Implementing Units:
- Enclosure No. 01 – For Schools Division Office of Bataan
 - Enclosure No. 02 – For Implementing and Non-Implementing Units
3. Immediate dissemination and strict compliance with this Memorandum is enjoined.


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

Enclosure: As stated
To be included in the Perpetual Index
Under the following subjects
STANDARD PROJECT PROPOSAL
IMPLEMENTING UNITS
NON-IMPLEMENTING UNITS



Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF BATAAN

PROJECT PROPOSAL

TITLE OF ACTIVITY: Procurement Process Training on R.A. 12009 and Its IRR
DATE: October 09–10, 2026
PROPONENT: Division Office Procurement Unit
VENUE: Bulwagan ng mga Bayani at Banal, Calaylayan, Kabukiran, Abucay, Bataan
SOURCE OF FUND: MOOE Fund

I. RATIONALE:

In line with the Department’s commitment to transparency, accountability, and efficiency in public service, there is a need to enhance the knowledge and competencies of Division Office personnel on procurement procedures pursuant to Republic Act No. 12009 or the New Government Procurement Act and its Implementing Rules and Regulations. Updates in government regulations and policies require continuous capacity-building to ensure compliance and proper implementation. This training aims to address knowledge gaps and strengthen adherence to existing procurement rules and guidelines.

II. OBJECTIVES:

The activity aims to:

1. Provide updates on existing procurement policies and guidelines;
2. Enhance participants’ understanding of procurement processes and documentation;
3. Promote compliance with government procurement laws, rules, and regulations; and improve efficiency and accuracy in procurement-related transactions.

III. PARTICIPANTS:

Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
School Governance and Operations Chief	1
Curriculum Implementation Division Chief	1
Bid and Awards Committee Members	5
Bid and Awards Committee Secretariat	1
Technical Working Group	7
School Heads	36
Administrative Officers II	34
IT Personnel	1
Total	88



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IV. BUDGETARY REQUIREMENTS:

CLASSIFICATION	No. of Items/ Pax	AMOUNT
A. MEALS AM Snack – Php 100.00 x 2 days Lunch – Php 400.00 x 2 days PM Snack – Php 100.00 x 2 days	88 pax 88 pax 88 pax	Php 17,600.00 Php 70,400.00 Php 17,600.00
B. TOKEN (Php 1,000.00 per resource person)	5 pax	Php 5,000.00
C. SUPPLIES Notebook (6 x 8.5") (10 pcs. per pack) - (Php 100.00 per pack) Bond paper, A4 size - (Php 300.00 per ream)	9 packs 1 ream	Php 900.00 Php 300.00
TOTAL		PhP 111,800.00

Prepared by:

Funds Available:

SGOD OR CID CHIEF/UNIT HEAD'S NAME **RHODORA C. GANZON**
Designation Administrative Officer V/Budget Officer III

Approved:

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



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PROJECT PROPOSAL

TITLE OF ACTIVITY: Enhancing Digital Literacy Skills of Personnel
DATE: October 10, 2026
PROPONENT: Bonifacio Camacho National High School
VENUE: Conference Hall, Bonifacio Camacho National High School
SOURCE OF FUND: MOOE Fund

I. RATIONALE:

In the contemporary educational landscape, technological proficiency is a fundamental pillar of effective instruction, agile school leadership, and seamless administrative operations. As schools transition toward data-driven governance and modernized learning environments, both teaching and non-teaching personnel face increasing demands to leverage digital solutions for curriculum delivery, stakeholder communication, and records management. However, a significant capability gap persists among school staff regarding the advanced utilization of digital productivity tools, instructional software, and management information systems, which can otherwise lead to redundant manual workflows and administrative bottlenecks.

To bridge this critical gap, this training initiative provides structured, practical modules on digital literacy, office productivity applications, and digital pedagogy tailored for all school personnel. By equipping staff with advanced competencies, the division aims to streamline administrative processes, minimize turnaround times for public service delivery, and empower educators to cultivate dynamic, technology-enabled learning spaces that directly enhance student engagement and overall institutional efficiency.

II. OBJECTIVES:

The activity aims to:

1. Equip teachers and non-teaching personnel with essential digital skills for teaching, learning, and office management;
2. Enhance the use of online platforms, productivity tools, and digital communication;
3. Promote innovative and technology-driven approaches in instruction and administrative tasks; and improve confidence in utilizing digital resources to support education and operations.

III. PARTICIPANTS:

Schools Principal	1
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Teaching Personnel	20
Non-Teaching Personnel	4
Total	25

IV. BUDGETARY REQUIREMENTS:

CLASSIFICATION	No. of Items/ Pax	AMOUNT
A. MEALS		
AM Snack – Php 100.00	25 pax	Php 2,500.00
Lunch – Php 400.00	25 pax	Php 10,000.00
PM Snack – Php 100.00	25 pax	Php 2,500.00
TOTAL		PhP 15,00.00

15,000.00

Prepared by:

Funds Available:

SCHOOL HEAD'S NAME
Designation

RHODORA C. GANZON
Administrative Officer V/Budget Officer III

Approved:

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