



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

February 6, 2025

DIVISION MEMORANDUM

No. 092, s. 2025

**SUBMISSION AND APPROVAL OF PROGRAM DESIGN AND
PROJECT PROPOSAL**

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

1. To provide responsive and effective delivery of services and activities, and to ensure efficiency and uniformity of documents, the Schools Division of Sagay City provides the process and templates for the **Submission and Approval of Program Design and Project Proposal**.
2. This shall cover all Programs, Projects and Activities that will be procured and/or conducted by the Schools Division of Sagay City with approved budget from MOOE and other downloaded funds. Program Owners shall prepare the Program Design and Project Proposal following the enclosed templates and shall facilitate the approval of the document one month before the conduct of the activity. For proposals with Approved Budget for the Contract (ABC) of One Million Pesos and above, the document shall be approved two months before the conduct of the activity.
3. All Program Design and Project Proposal shall be reviewed by the Immediate Superior of the Program Owners. The Budget Officer shall certify the alignment of the activity with budget allocation and the Accountant shall certify the availability of funds. Program Owner shall prepare the Purchase Request of the activity with Technical Specifications aligned to the proposal. The Office of the Assistant Schools Division Superintendents shall recommend for the approval of the proposal.
4. For Learning and Development activities chargeable to HRTD, MOOE or other funds, the document shall also be reviewed by the Human Resource and Development Section and School Management Monitoring and Evaluation Section if compliant to the existing L&D and M&E guidelines, respectively.
5. Enclosed are the following templates:
 - a. Program Design and Proposal: Learning and Development
 - b. Project Proposal: Procurement of Goods

Softcopies of the templates and sample documents can be downloaded at
<https://bit.ly/SDOSagayProposalTemplates>.



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6. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination on account of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliations or other personal circumstances.
7. Immediate dissemination and strict compliance of this Memorandum are directed.

DANNIE CLARK M. UGUIL
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent



Enclosure : As Stated
Reference : None
No. of Pages : 4
To be indicate in the **Perpetual Index** under the following subjects:
PROGRAM DESIGN TEMPLATE DIVISION
FN: dcmu/SDS_020625



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

Enclosure No. 1 to Division Memorandum No. 092 s. 2025

Template for Program Design and Proposal: Learning and Development

Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

PROGRAM DESIGN AND PROPOSAL
Learning and Development

INSERT TITLE OF ACTIVITY HERE

Insert Date of Activity

DepED Bagong Pilipinas

Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597

Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF SAGAY CITY

I. General Program Information:

Program Title: Title of Activity
Program Description: Brief Description of the Activity
Prerequisite Programs: Indicate if Previous Activity/ Training is required
Duration: Number of Days (Proposed Schedule)
Management Level of Program: Indicate if the PMT is Division/ Region/ CO
Delivery Mode: Modality (Formal Face-to-Face/ Blended/ Virtual)

Target Personnel:

Position	Male	Female	Total
Participants			
Learning Facilitators			
QAME			
PMT			
Total			

Budget Requirements:

Day	No. of Pax	Budget/ Pax	Total
Day 1		Php	Php
Day 2		Php	Php
Day 3		Php	Php
Materials		Php	Php
Total		Php	Php

Activity Requirements: Indicate the Technical Specifications

Source of Fund: Specify Source of Funds (MOOE/ HRTD/ etc)

Rationale:
Reason/s for conducting the activity. Cite relevant DepEd issuances, if any. Where did the data/ needs come from? Who and why did you choose the pax?

Objectives:
At the end of the program, the participants are expected to:

1. ;
2. ; and
3. .

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End of Program Outputs:
(Stated in noun form)

Expected Final Outcomes/ Success Indicators:
(Quantifiable data)

II. Program Content Focus

Content Matrix

Specific Objectives	Content	Suggested Activity	Duration	Expected Output

Activity Schedule:

Time	Day 1	Day 2	Day 3
7:30 - 8:00 AM			
8:00 - 9:00 AM			
9:00 - 10:00 AM			
10:00 - 11:00 AM			
11:00 - 12:00 PM			
12:00 - 1:00 PM		Lunch Break	
1:00 - 2:00 PM			
2:00 - 3:00 PM			
3:00 - 4:00 PM			
4:00 - 5:00 PM			

Materials:

Quantity	Unit	Materials/ Supplies Needed

Monitoring and Evaluation:
The following M&E Tools will be used during the actual delivery of the activity:

- 1.
- 2.
- 3.

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PROGRAM DESIGN AND PROPOSAL: LEARNING AND DEVELOPMENT
Insert Title of Activity

APPROVAL SHEET

This Program Design was prepared by

NAME OF PROGRAM OWNER
Position/ Designation
Program Owner/ End-user
Date:

Compliant to L&D and M&E Guidelines:

NAME OF SEPS
Senior Education Program Specialist
Human Resource and Development

NAME OF SEPS
Senior Education Program Specialist
School Management Monitoring and Evaluation

Reviewed by:

NAME OF IMMEDIATE SUPERIOR
Position/ Designation
Office/ Section

Certifying Alignment of the Proposed Activity with Budget Allocation:

NOE B. ABDON
OIC - Administrative Officer V, Budget Office

Certifying the Availability of Funds:

JOSIE R. REBUSQUILLO
Accountant III

Recommending Approval:

MARK ANTHONY J. TAN, PhD
OIC - Assistant Schools Division Superintendent

APPROVED:

DANNIE CLARK M. UGUIL
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent
Date:

DepED Bagong Pilipinas

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Enclosure No. 2 to Division Memorandum No. 092 s. 2025

Template for Project Proposal: Procurement of Goods

Republic of the Philippines Department of Education REGION VI - WESTERN VISAYAS SCHOOLS DIVISION OF SAGAY CITY		Republic of the Philippines Department of Education REGION VI - WESTERN VISAYAS SCHOOLS DIVISION OF SAGAY CITY																															
<div><p>PROJECT PROPOSAL Procurement of Goods</p><p>INSERT TITLE OF PROJECT HERE</p><p>Insert Date of Implementation</p></div>		I. Project Information:																															
		<table border="1"><tr><td>Project Title:</td><td>Title of Project</td></tr><tr><td>Prerequisite Programs:</td><td>Indicate Previous Activity/ Training/ Procurement, if any</td></tr><tr><td>Project Manager:</td><td>Identify the Project Owner</td></tr><tr><td>Recipients:</td><td>Identify the recipients/ beneficiaries</td></tr><tr><td>Implementation Period:</td><td>Indicate the project timeline</td></tr><tr><td>Project Cost:</td><td>Specify Cost/ Approved Budget for the Contract (ABC)</td></tr><tr><td>Source of Fund:</td><td>Specify Source of Funds (MOOE/ etc)</td></tr></table> <p>Project Rationale: Reason/s for conducting the project. Cite relevant DepEd issuances, if any.</p> <p>Project Objectives: This project aims to: 1. ; 2. ; and 3. .</p> <p>Project Description: Brief Description of the Project</p>		Project Title:	Title of Project	Prerequisite Programs:	Indicate Previous Activity/ Training/ Procurement, if any	Project Manager:	Identify the Project Owner	Recipients:	Identify the recipients/ beneficiaries	Implementation Period:	Indicate the project timeline	Project Cost:	Specify Cost/ Approved Budget for the Contract (ABC)	Source of Fund:	Specify Source of Funds (MOOE/ etc)																
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		II. Project Requirement:																															
		Budgetary Requirements:																															
		<table border="1"><thead><tr><th>No.</th><th>Quantity</th><th>Unit</th><th>Item Description</th><th>Unit Price</th><th>Total Amount</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="5"></td><td>Total:</td></tr></tbody></table>		No.	Quantity	Unit	Item Description	Unit Price	Total Amount	1						2						3											Total:
No.	Quantity	Unit	Item Description	Unit Price	Total Amount																												
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2																																	
3																																	
					Total:																												
		Monitoring and Evaluation: Indicate the M&E process to ensure sustainability of project.																															



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PROJECT PROPOSAL: PROCUREMENT OF GOODS
Insert Title of Project

APPROVAL SHEET

This Program Proposal was prepared by

NAME OF PROGRAM OWNER

Position/ Designation
Program Owner/ End-user
Date:

Reviewed by:

NAME OF IMMEDIATE SUPERIOR

Position/ Designation
Office/ Section

Certifying Alignment of the Proposed Activity with Budget Allocation:

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Assistant Schools Division Superintendent
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Date:



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