



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>.



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



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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



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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																																																														
<p>PROJECT PROPOSAL Procurement of Goods</p> <p>INSERT TITLE OF PROJECT HERE</p> <p>Insert Date of Implementation</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e1ecf4;"> <th colspan="2">I. Project Information:</th> </tr> <tr> <td style="width: 30%;">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> <tr> <td colspan="2">Project Rationale: Reason/s for conducting the project. Cite relevant DepEd issuances, if any.</td> </tr> <tr> <td colspan="2">Project Objectives: This project aims to: 1. . 2. . and 3. .</td> </tr> <tr> <td colspan="2">Project Description: Brief Description of the Project</td> </tr> <tr style="background-color: #e1ecf4;"> <th colspan="2">II. Project Requirement:</th> </tr> <tr> <td colspan="2">Budgetary Requirements:</td> </tr> <tr> <th>No.</th> <th>Quantity</th> <th>Unit</th> <th>Item Description</th> <th>Unit Price</th> <th>Total Amount</th> </tr> <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" style="text-align: right;">Total:</td> <td></td> </tr> <tr> <td colspan="6">Monitoring and Evaluation: Indicate the M&E process to ensure sustainability of project.</td> </tr> </table>	I. Project Information:		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)	Project Rationale: Reason/s for conducting the project. Cite relevant DepEd issuances, if any.		Project Objectives: This project aims to: 1. . 2. . and 3. .		Project Description: Brief Description of the Project		II. Project Requirement:		Budgetary Requirements:		No.	Quantity	Unit	Item Description	Unit Price	Total Amount	1						2						3						Total:						Monitoring and Evaluation: Indicate the M&E process to ensure sustainability of project.					
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 Republic of the Philippines Department of Education REGION VI - WESTERN VISAYAS SCHOOLS DIVISION OF SAGAY CITY
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: 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:
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