



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



April 20, 2018

MEMORANDUM

No. 017, s. 2018

**SUBMISSION OF PROJECT AND PROGRAM PROPOSALS FOR THE
SCHOOLYEAR 2018-2019 OF CID, SGOD AND OSDS PERSONNEL
TO SGOD (C/O PLANNING UNIT) FOR CONSOLIDATION AND
REFERENCE PURPOSES**

TO :

- OIC-Assistant Schools Division Superintendent
- Chief Curriculum Implementation Division
- OIC-Chief School Governance and Operations Division
- Education Program Supervisors
- Public Schools District Supervisors
- Legal Officer
- Administrative Officers
- Senior Education Program Specialists
- Engineer
- Accountant
- Budget Officer
- Planning Officer
- Education Program Specialists
- Division Coordinators

1. This office announces the **Submission of Project and Program Proposals for School Year 2018-2019 of CID, SGOD and OSDS Personnel specifically, the OIC-ASDS, CID and SGOD Chiefs, EPSs, PSDSs, Legal Officer, Administrative Officers, SEPSs, Engineer, Accountant, Budget Officer, Planning Officer, Dentists, Nurses, EPSs, PDOs and Division Coordinators** to SGOD c/o Planning Unit for consolidation and reference purposes on or before May 18, 2018.
2. This activity aims:
 - a. To consolidate all the different proposals of projects, programs and activities for School Year 2018-2019 that the Schools Division will undertake from the CID, SGOD and OSDS personnel in accordance with their duties and responsibilities and respective Key Results Area (KRA) stipulated in the Position Description Form (PDF).
 - b. To come up with an initial reference of all the scheduled activities for the month of June to March for the School Year 2018-2019.
 - c. To avoid conflicts and overlapping in the implementation of different programs, projects and activities.
3. Project/Program Proposals should contain the following:
 - Title
 - Rationale
 - Program/Project Objectives
 - Proponents

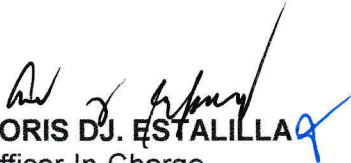


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- Venue and Date
 - Target Participants
 - Proposed Budget
 - Source of Fund
 - Plan of Activities/ Action Plan
 - Program Management Team/ technical Working Group

4. Immediate compliance to this memorandum is earnestly desired.


DORIS DJ. ESTALILLA
Officer-In-Charge
Schools Division Superintendent