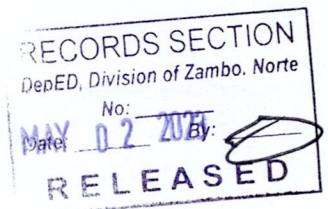




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

April 20, 2023

Division Memorandum
No. 135, s. 2023

**GUIDELINES ON THE APPROVAL OF SCHOOL/DISTRICT
ACTIVITY PROPOSALS**

TO: Public Schools District Supervisors
Principals In-Charge of the District
Elementary and Secondary School Heads
Bookkeepers
All Others Concerned

1. Pursuant to DepEd Order No. 024, s. 2022, dated May 30, 2022 titled; "Adoption of the Basic Education Development Plan 2030", under letter c, as it states: *"the schools are to implement contextualized initiatives and conduct activities to address the immediate impacts of pandemic on learning and participation, addressing learning loss while deepening learning gains; close the remaining access gaps; confront the issue on education quality; and anticipate the future education and introduce innovations in fostering resiliency and embedding the rights of children and the youth in education"*.
2. To ensure timeliness and to fast track the conduct of school and district level activities which require utilization of funds, the Schools Division of Zamboanga del Norte adheres to the policies and procedures which shall be observed by all schools and districts.
3. Enclosed in this memorandum are the specific guidelines with its policies and procedures.
4. Widest dissemination of this memorandum is desired.

ROY C. TUBALLA EMD JD CESO VI
Schools Division Superintendent

Encl: None
Reference/s: DO 024, s. 2022

CID/sml/ Guidelines on the Approval of School Activities Proposal/
01/03162023



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Enclosure to Division Memorandum No. ____ s. 2023

**Guidelines on the Approval of the Conduct
of School/District Activity Proposals**

1. For the Non-Implementing Units

a. The activities are to be indicated in the approved SIP/AIP and in the Monthly Administrative and Supervisory Plan. Activities indicated therein may not be required to have an Activity Proposal. Otherwise, there must be an **APPROVED** Activity Proposal/Action Plan before conducting such activity, as basis for the utilization of funds.

b. For activities that would incur utilization of funds in the amount of **P20,000.00 and below**, their respective District/Central/Secondary Bookkeeper will certify the availability of funds for and in behalf of the Division Accountant and the District Heads (PSDSs/PICDs) are to approved the activity proposal for and in behalf of the Schools Division Superintendent as shown:

Certified as to availability of funds:

For and in behalf of the Division Accountant III:

Name of the Bookkeeper
(District/Central/Secondary Bookkeeper)

Approved by:

For the Schools Division Superintendent:

NAME OF THE DISTRICT HEAD
PSDS/PICD

c. Provided further, that such Activity Proposals are to be emailed at arvie.ompoy001@deped.gov.ph for review purposes before Bookkeepers are to signed for and in behalf of the Division Accountant.

d. For activities that would incur utilization of funds in the amount of **P20,000.00 above**, activity proposals are to be certified as to availability of funds by the Budget Officer and Division Accountant and are to be approved by the Schools Division Superintendent.

e. All authorized signing authorities for the Activity Proposals must observed the DepEd guidelines for the correct format/template, eligible items/expenditures allowed under various DepEd guidelines/memoranda/Orders and must indicate "subject to the usual accounting and auditing rules and regulations".



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f. An Activity Completion Report (ACR) has to be submitted to the SDO after the conduct of the activity.

2. For the Implementing Units

a. The activities are to be indicated in the approved SIP/AIP and in the Monthly Administrative and Supervisory Plan. Activities indicated therein may not be required to have an Activity Proposal. Otherwise, there must be an **APPROVED** Activity Proposal/Action Plan before conducting such activity, as basis for the utilization of funds.

b. For activities that would incur utilization of funds in the amount of **P20,000.00 and below**, their respective Senior Bookkeeper will certify the availability of funds and the District Heads (PSDSs/PICDs) are to approved the activity proposal for and in behalf of the Schools Division Superintendent as shown:

Certified as to availability of funds;

NAME OF THE SENIOR BOOKKEEPER
Senior Bookkeeper

Approved by:

For the Schools Division Superintendent:

NAME OF THE DISTRICT HEAD
PSDS/PICD

c. Provided further, that such Activity Proposals are to be emailed at arvie.ompoy001@deped.gov.ph for review purposes before the Bookkeepers will sign as to the availability of funds.

d. For activities that would incur utilization of funds in the amount of **P20,000.00 above**, activity proposals are to be certified as to availability of funds by the Budget Officer and Division Accountant and are to be approved by the Schools Division Superintendent.

e. All authorized signing authorities for the Activity Proposals must observed the DepEd guidelines for the correct format/template, eligible items/expenditures allowed under various DepEd guidelines/memoranda/Orders and must indicate "subject to the usual accounting and auditing rules and regulations".



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f. An Activity Completion Report (ACR) has to be submitted to the SDO after the conduct of the activity.

3. For District Initiated Activities

a. District proposal with or without utilization are for submission to the SDO for approval.



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