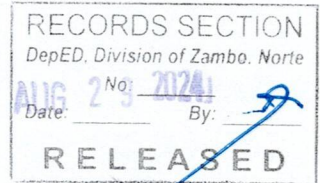




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



August 20, 2024

**Division Memorandum**

No. 4S1 s. 2024

**SUBMISSION OF FY 2025 PROGRAM/PROJECT AND ACTIVITY PROPOSALS**

To: Program Owner of Functional Division  
Curriculum Implementation Division  
School Governance and Operations Division  
Office of the Schools Division Superintendent  
All Others Concerned

1. In view of the *incoming Workshop on the Preparation of the FY 2025 Work and Financial Plan* on September 27, 2024, this office informs all program owners of the three (3) functional division to prepare and submit their respective Program/Project and Activity Proposals for FY 2025 and the for the assessment of our HRDS Officer Mr. Robert I. Poculan III wherein the allocation of the submitted proposals will be synchronized in the Preparation of the Budget Execution Documents for fiscal year 2025.
2. Among the objectives is to come up with an **accurate Work and Financial Plan** aligned with the **PAPs and 2025 Performance Targets with the implementation of the Program Expenditure Classification (PREXC) thru the National Expenditure Program NEP FY 2025** and this includes proposals not in line with PREXC. The submitted Proposals should *be reviewed and checked* by the Budget Officer for Budgetary Allocation.
3. Deadline for the submission of the said proposals will be on September 10, 2024.
4. No submission of the said proposals means no allocation of HRTD Funds FY 2025.
5. Immediate and widest dissemination of this memorandum is desired.

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent