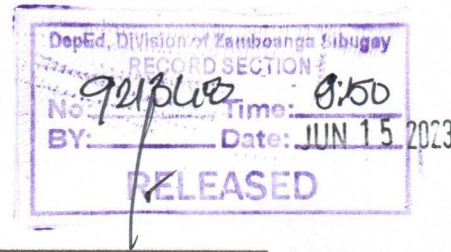




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



13 June 2023

OFFICE MEMORANDUM

017, S. 2023

PREPARATION AND SUBMISSION OF DEDP GAP ANALYSIS, ENHANCED MASTER PLAN AND ANNUAL IMPLEMENTATION PLAN, AND PROJECT PROPOSALS

To: OIC – Assistant Schools Division Superintendent
Chiefs of SGOD and CID
All Education Program Supervisors
All Section Heads
Other Program Owners (DRRM, SBFP, ALS, ALIVE)
All Others Concerned
This Division

1. This Memorandum is issued to inform all members of the Division Planning Committee across functional divisions of the agreements made during the conduct of activity on the *Alignment of DEDP to MATATAG Agenda and Compendium version 3* last June 8-9, 2023, at Sibugay International Hotel, Sanito, Ipil, Zamboanga Sibugay.

2. It was agreed that the following outputs shall be submitted on June 23, 2023, two (2) weeks after the conduct of the abovementioned activity:

- a. DEDP Gap Analysis using the 4D model
- b. Project Proposal
- c. Enhance the Master Plan
- d. Enhance the Annual Implementation Plan

3. Enclosed is the suggested format for the Project Proposal. Everyone is encouraged to prepare a two-page project proposal that is doable and realistic.

4. In the case of Master Plan and AIP where the MATATAG Agenda, division-initiated strategies like I-REACH, I-TEACH, I-LEAP, I-CARE, and I-Innovate) and Intermediate Outcome (IO) shall be integrated, the format/template shall be shared in the ISO GC.

5. Except for the DEDP gap analysis which shall be accomplished using the Google link provided during the workshop, the other outputs shall be submitted through this link – bit.ly/DEDPOutputs5.

6. Immediate dissemination of and strict compliance with this Memorandum is desired.

VIRGILIO P. BATAN, JR. CESO VI
Schools Division Superintendent

Encl. As stated
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GCC-20230613



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SUGGESTED FORMAT OF A PROJECT PROPOSAL

- I. Project Title:
- II. Implementing Unit/Section:
- III. Rationale:
- IV. Objectives:
- V. Work Plan/Timetable and Cost Estimate

Activities	Time Frame	Persons Involved	MOV	Nature of Expenses		Source of Fund
				Item Expenditure	Cost Estimate	

- VI. Monitoring and Evaluation
- VII. Sustainability Plan

Prepared by :

Recommended by:

Approved by:

VIRGILIO P. BATAN, JR., CESO VI
Schools Division Superintendent

