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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

06 MAR 2023

DIVISION MEMORANDUM

No. III s. 2023

**INFORMATION DISSEMINATION OF SIGNATORIES AND PROCESSES FOR
PROGRAMS, PROJECTS, AND ACTIVITIES**

To: OIC-Schools Division Superintendent
Chief Education Supervisors
Heads, Unit/Section
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. As SDO Tayabas exerts efforts to establish processes of its Programs, Projects, and Activities, this Office informs all concerned of the Signatories of various Document Types and of the process flows involved therein, subject to future continuous improvement.
2. Attached are Enclosure 1-Reference and Signatories and Enclosure 2 - Process Flows.
3. Widest dissemination and strict compliance of this Memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 

Enc.

As stated

To be indicated in the Perpetual Index under the following subjects:

Continuous Improvement



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



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<https://depedtayabas.com/>

REFERENCE / SIGNATORIES

Document Type	Signatory	Remarks
Program Design (SDO Activity)	<p>Prepared by: Proponent/Initiator Reviewed by: Maria Corazon A. Borbon Education Program Supervisor Noted by: Chief/Unit Head Recommending Approval: Antonio P. Faustino Jr. OIC-Assistant Schools Division Superintendent Approved: Natividad P. Bayubay, CESO VI Schools Division Superintendent <i>*BUDGET TEMPLATE*</i></p> <p>Prepared by: Proponent/Initiator <i>(initialed by Budget Officer/ Signed by Accountant)</i> Certified as to Availability of Funds Agnes M. Luzadas Accountant III Recommending Approval: Antonio P. Faustino Jr. OIC-Assistant Schools Division Superintendent Approved: Natividad P. Bayubay, CESO VI Schools Division Superintendent</p>	With or without Budget Requirements
Program Design (SDO-Innovation)	<p>Prepared by: Proponent/Initiator Reviewed by: Montano L. Agudilla Jr. Senior Education Program Specialist-M&E Noted by: Chief/Unit Head Recommending Approval: Antonio P. Faustino Jr. OIC-Assistant Schools Division Superintendent Approved: Natividad P. Bayubay, CESO VI Schools Division Superintendent <i>*BUDGET TEMPLATE*</i></p> <p>Prepared by: Proponent/Initiator <i>(initialed by Budget Officer/ Signed by Accountant)</i> Certified as to Availability of Funds Agnes M. Luzadas Accountant III Recommending Approval: Antonio P. Faustino Jr. OIC-Assistant Schools Division Superintendent Approved:</p>	With or without Budget Requirements



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	Natividad P. Bayubay, CESO VI Schools Division Superintendent	
Program Design (Schools Activity *Always Prepared by School Heads)	<p>Prepared by: School Head (and Teacher-initiator)</p> <p>Noted by: Cluster Supervisor</p> <p>Reviewed by: Edwin R. Rodriguez CES-CID Imelda C. Raymundo CES-SGOD</p> <p>Recommending Approval: Antonio P. Faustino Jr. OIC-Assistant Schools Division Superintendent</p> <p>Approved: Natividad P. Bayubay, CESO VI Schools Division Superintendent <i>*BUDGET TEMPLATE*</i></p> <p>Prepared by: School Head (and Teacher-initiator)</p> <p>Certified as to Availability of Funds (Initialed by Budget Officer/ Signed by Accountant) Agnes M. Luzadas Accountant III</p> <p>Recommending Approval: Antonio P. Faustino Jr. OIC-Assistant Schools Division Superintendent</p> <p>Approved: Natividad P. Bayubay, CESO VI Schools Division Superintendent</p>	With Budget Requirements
Program Design (Schools Activity *Always Prepared by School Heads)	<p>Prepared by: School Head (and Teacher-initiator)</p> <p>Noted by: Cluster Supervisor <i>*BUDGET TEMPLATE*</i></p> <p>Prepared by: School Head (and Teacher-initiator)</p> <p>Certified as to Availability of Funds (Initialed by Budget Officer/ Signed by Accountant) Agnes M. Luzadas Accountant III</p> <p>Noted by: Cluster Supervisor</p>	Without Budget Requirements
Program Design (Schools-For Innovation of School Head)	<p>Prepared by: School Head</p> <p>Noted by: Cluster Supervisor</p> <p>Reviewed by: Edwin R. Rodriguez CES-CID Imelda C. Raymundo CES-SGOD</p> <p>Recommending Approval: Antonio P. Faustino Jr.</p>	With or without Budget Requirements



	<p>OIC-Assistant Schools Division Superintendent Approved: Natividad P. Bayubay, CESO VI Schools Division Superintendent <i>*BUDGET TEMPLATE*</i></p> <p>Prepared by: School Head Certified as to Availability of Funds Agnes M. Luzadas <i>(initialed by Budget Officer/ Signed by Accountant)</i> Accountant III Recommending Approval: Antonio P. Faustino Jr. OIC-Assistant Schools Division Superintendent Approved: Natividad P. Bayubay, CESO VI Schools Division Superintendent</p>	
Program Design (Schools- For Innovation of Teacher/MT/Non- Teaching)	<p>Prepared by: Proponent/Initiator Noted by: School Head & Cluster Supervisor Reviewed by: Edwin R. Rodriguez CES-CID Imelda C. Raymundo CES-SGOD Recommending Approval: Antonio P. Faustino Jr. OIC-Assistant Schools Division Superintendent Approved: Natividad P. Bayubay, CESO VI Schools Division Superintendent <i>*BUDGET TEMPLATE*</i></p> <p>Prepared by: Proponent/Initiator Certified as to Availability of Funds <i>(initialed by Budget Officer/ Signed by Accountant)</i> Agnes M. Luzadas Accountant III Recommending Approval: Antonio P. Faustino Jr. OIC-Assistant Schools Division Superintendent Approved: Natividad P. Bayubay, CESO VI Schools Division Superintendent</p>	With or without Budget Requirements
Administrative and Instructional Supervisory Plan	<p>Prepared by: School Head Reviewed by: Cluster Supervisor Edwin R. Rodriguez CES-CID Approved by: Antonio P. Faustino Jr. OIC-Assistant Schools Division Superintendent</p>	



Administrative and Instructional Supervisory Accomplishment Report	Prepared by: School Head Reviewed by: Cluster Supervisor Edwin R. Rodriguez CES-CID Approved by: Antonio P. Faustino Jr. OIC-Assistant Schools Division Superintendent	
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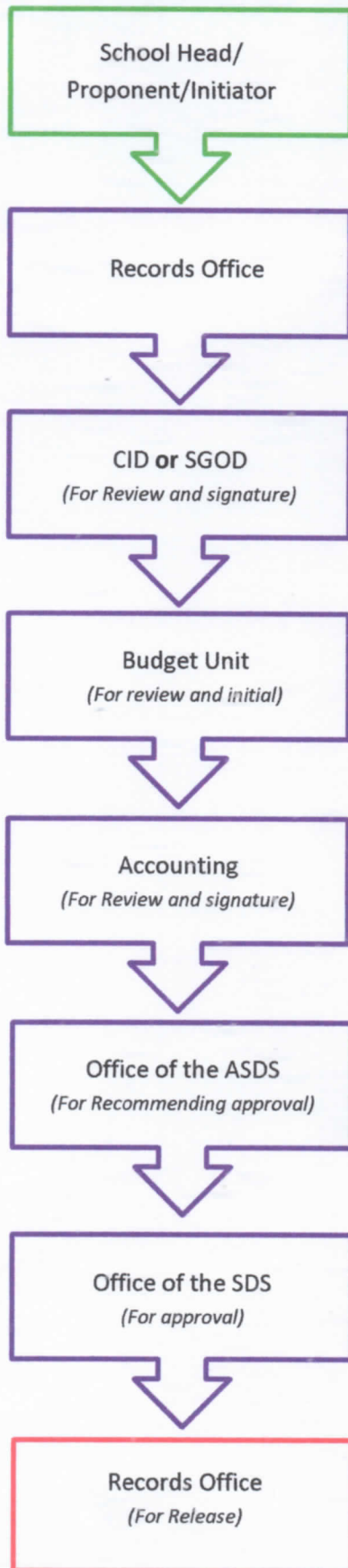
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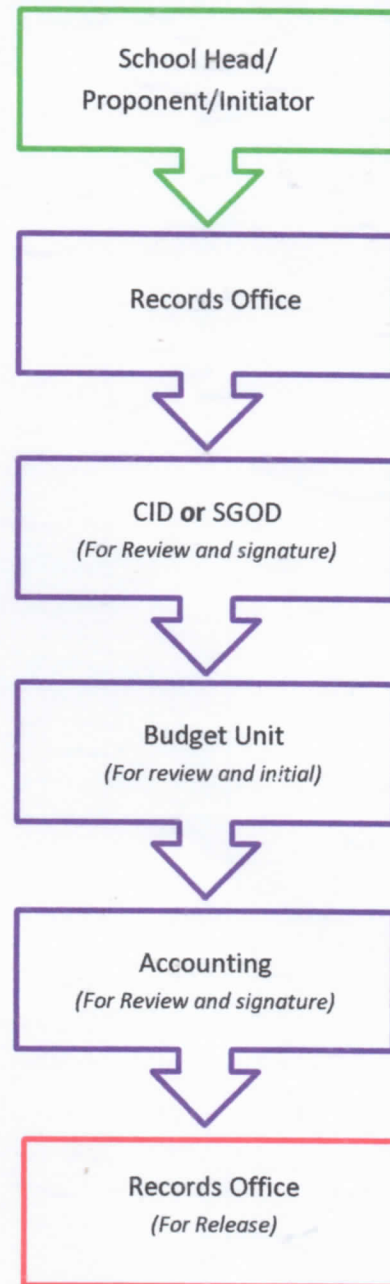
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PROCESS-School Program Design

Activity with Budget Requirement



Activity without Budget Requirement



PROCESS-Schools Innovation with and without Budget

