



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY  
GRACEVILLE ELEMENTARY SCHOOL  
BRGY. GRACEVILLE, SAN JOSE DEL MONTE CITY

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August 09, 2021

**SCHOOL MEMORANDUM**

NO. 036 S.2021

To: Grade Leaders  
School Coordinators  
Focal Persons for School Program and Project

**List of Documents to be Submitted Prior to the School Programs and Projects**

1. This office announces the list of documents to be submitted prior to the school programs and projects for approval as follows;

**A. School Programs**

- Before the event
  1. School Memorandum
  2. Minutes of the Meeting
  3. Activity Design
  4. Program
  
- After the event
  1. Attached School Memorandum
  2. Action Plan
  3. Minutes of the meeting with photos
  4. Attendance
  5. Activity Design
  6. Accomplishment Report
  7. Proof of evidence in the conduct of events, e.g. out, photos

**B. School Project**

- Before the implementation
  1. School Memorandum
  2. Action Plan
  3. Minutes of the Meeting with photos



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Telephone No.: (044)307-0131 • Website: <http://dsdpdgracevillees.weebly.com>  
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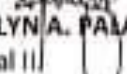
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4. Attendance
5. Project Proposal
6. Documentation on the process of implementation with photos
7. Result/ Output of the project with photos
8. Intervention applied if necessary
9. Accomplishment Report
10. Action Research if necessary.

2. Attached herewith are Enclosure No. 1, 2, 3, 4, 5, and 6.

3. For information and guidance.

  
**DIANALYN A. PALAGANAS PHD**  
Principal III



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**Enclosure No. 1**

**PROJECT PROPOSAL**

- I. Project Title:
- II. Name of Proponent:
- III. Project Time Frame:
- IV. Project Contacts:
- V. Project Summary:
- VI. Project Background:
- VII. Project Objectives:
- VIII. Project Methodology:
- IX. Project Cost:
- X. Monitoring and Evaluation:
- XI. Next Steps:
- XII. Appendices:



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**Enclosure No. 2**

**NARRATIVE ACCOMPLISHMENT REPORT**

Event/Program/Task: \_\_\_\_\_

Name of Department/Curriculum/Organization: \_\_\_\_\_

Date/Time Frame: \_\_\_\_\_

- I. Introduction:
- II. Implementation and Administration
- III. Good Practices in the Implementation
- IV. Challenges Encountered
- V. Plan for Follow Up
- VI. Impact
- VII. Documentation/Pictorials
- VIII. Financial Report
- IX. MEA Results and Evaluation
- X. Attachments

Prepared by:

Noted:

Cc:



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Enclosure No. 3

**MINUTES OF MEETING**

MINUTES OF THE MEETING:		
OBJECTIVES:		
CALLED BY:		
DATE:		
TIME:		
LOCATION:		
CC:		
ATTENDEES:		
NAME	DEPARTMENT/CURRICULUM/ORGANIZATION	CONTACT NUMBER
•		
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*(Continue on a separate sheet if necessary)*

MEETING AGENDA		PRESENTER
•		
•		
•		
•		
•		
<b>KEY DECISION:</b>		
NOTES:	ASSIGNED TO:	DEADLINE:
•		
•		



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Enclosure No. 4

**ACTIVITY DESIGN**

**I. Title of the Activity**

**II. Objectives:**

**III. Setting of the Activity:**

- a. Venue:
- b. School Date and Time:
- c. Participants:

Teachers.....  
Principal.....  
Total.....

**IV. Budgeting Requirements:**

**V. Budget Source:**

Prepared by:

Approved:

**DIANALYN A. PALAGANAS PhD**  
Principal II



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Enclosure No. 6

**SCHOOL ACTION PLAN**  
S. Y. 2021-2022

OBIECTIVES/ TARGETS	STRATEGIES/ ACTIVITIES	TIME FRAME	PERSON INVOLVED	EXPECTED OUTPUT	REMARKS

Prepared: \_\_\_\_\_

Noted: \_\_\_\_\_