



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE-IFUGAO
Lagawe



Division Memorandum

No. 174, s 2017.

TO: All PSDS and School Heads
Public Elementary and Secondary Schools

FROM: **JACQUELINE C. LUNAG**
SGOD Chief

DATE: June 29, 2017

SUBJECT: INVENTORY OF EDUCATION DEVELOPMENT PROGRAMS AND
PROJECTS (EDPPS) IMPLEMENTED BY SCHOOLS AND DIVISION

1. In support to the effort of the Project Management Service (PMS) of the Project Management Division (PMD) tasked to monitor and evaluate the various education development programs and projects (EDPPs) at the various levels of the organization, all schools are required to conduct the inventory of EDPPs initiated at the school level that were implemented the last three years (completed not earlier than 2013).
2. The database will serve as an information in determining best practices of the department.
3. Enclosed is PMS-Form A: Profile for Projects Initiated at the Division and schools (with guide and sample).
4. Please submit accomplished Form A in e-copy at juanito.padawan@deped.gov.ph and a hard copy to the SGOD office on or before July 10, 2017.
5. Immediate dissemination of this memorandum is hereby enjoined.

Form A: PROFILE for Projects Initiated at the Region/Division/School

1	Project/Program Title	
2	Proponent	
	Address	
	Contact number	
	Email/website	
	Contact person	
3	Executing Entity	
4	Project Description	
5	Objectives	
6	Expected Accomplishment	
7	Expected Outputs	
8	Implementation Period	
9	Year Started	
10	Cost of the Project	
11	Source of Finance	
12	Geographic Coverage	
13	Beneficiaries	
14	Progress to Date	
15	Project highlights	
16	Documentation Available	
17	Project's greatest accomplishment	

Guidelines in accomplishing the Project Profile

Field Title		Description
1	Project/Program Title	Complete name of the project/program and acronym (acronym is optional)
2	Proponent	Name of DepEd Division or School, LGU, NGO, etc. who is the main owner of the project/program
	Contact person	Name of the person who is the focal for the project/program
	Address	Location of the office of the proponent
	Contact number	Landline and/or mobile phone number of the contact person
	Email/website	Email of the contact person and website address of the program if existing
3	Executing Entity	The office that implements the program/project, could also be the donor or DepEd Division/School
4	Project Description	Brief project description to cover objectives, overall physical outputs, project components, inputs and other important aspects of the project. (Please limit to a maximum of 300 words)
5	Expected Accomplishment	Goal of the project
6	Objectives	Brief description of the new conditions that will be realized/achieved upon project/program completion, when beneficiaries utilize the project/program outputs
7	Expected Outputs	Target quantity to be accomplished per output indicator as agreed upon by the stakeholders, e.g. could be number of students/schools reached through this project/program (how many)
8	Implementation Period	The number of years and month the project/program will run. If unknown please specify what condition(s) will it end, e.g. until project fund is no longer available
9	Timeline: Year Started/Ended	Date project started as agreed between the implementing agency and funding institution (mm/yyyy), not earlier than 2013
10	Cost of the Project	Total project cost in pesos
11	Source of Finance	Name of funding organization(s) or individual(s) where supporting the financial need of the project/program
12	Geographic Coverage	Location where project will be implemented and/or being implemented, e.g. Division, School, Barangay, etc.
13	Beneficiaries	Target group of people where the project is planned to bring benefits, and quantity to the extent possible
14	Progress to Date	Most recent accomplishment of the project/program. Indicate the actual outputs achieved out of the expected outputs.
15	Project highlights	Outstanding accomplishments in the course of the implementation of the program/project
16	Documentation Available	e.g. Memorandum of Agreements/Understanding, Annual reports, monitoring reports, brochures, flyers (enumerate)
17	Project's greatest accomplishment/s	An anecdote or testimony from the beneficiaries; outstanding achievements that positively affect education outcomes