



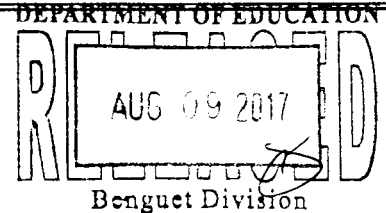
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet



DATE : August 9, 2017

DIVISION MEMORANDUM

No. ~~161~~ . 2017 s.2017



TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS, SCHOOL HEADS

FROM :  MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

SUBJECT : SUBMISSION OF LIST OF REQUESTS FOR FUNDING OF NEEDED PROJECTS, PROGRAMS AND ACTIVITIES, TO BE FUNDED BY SEF (2018-2019) OR FOR ENDORSEMENT OF THE PROVINCE OF BENGUET TO OTHER STAKEHOLDERS

1. On the basis of the DBM-DepEd-DILG Joint Circular No.1, s. of 2017, all Public Schools District Supervisors and School Heads are enjoined to submit their list of requests for funding of needed projects, programs and activities including but not limited to:

- School Building Construction or Repairs
- Gymnasium
- Utilities and Communication Expenses
- Titling of School sites
- Laboratory Equipment and Apparatus
- ICT Equipment
- Library Materials
- Fencing, etc.

2. The items on the list shall come with their **specifications** along with the **statement of accounts** or **program of works**. Items shall be segregated as to their respective categories. The **source of funding** should also be specified.

3. Submission to the Division Office shall be on or before **August 18, 2017**.

4. Please be reminded of the following:

- a. All requests for funding should be incorporated in the SIP or AIP for 2018-2019.
- b. All requests shall likewise be submitted to the concerned Barangays and Municipalities.

6. For information, guidance, and compliance.