



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

13 Feb 2024

DIVISION MEMORANDUM
SGOD No. **026** s. 2024

APPROVAL OF THE ACTIVITY REQUEST AND ACTIVITY DESIGN
AT THE DIVISION AND SCHOOL LEVELS

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads and Cluster Heads
All Others Concerned

1. In reference to Division Memorandum SGOD No. 100, s. 2022 titled **Revised Signing Authorities on the Implementation of the Standardized Activity Design Preparation at the School Level**, this office through the School Governance and Operations Division clarifies the policy on the approval of the Activity Request (AR) and Activity Designs (AD) at the division and school levels.
2. Anent this, it is reiterated that the approval of the AR and AD shall be lodged at the level of the schoolheads with strict adherence to control mechanisms stipulated in DO 008, s. 2021, DM OSDS No. 079, s. 2022 and SBM level of practice where the essence of which is to decentralize the decision-making at the school level. A photocopy of the portion of the approved Annual Implementation Plan (AIP) where the activity is stipulated shall be attached to the AR and AD.
3. These are the programs, projects and activities that shall be approved by the Schools Division Superintendent prior to its implementation:
 - a. Programs, Projects, and Activities (PPAs) that were NOT included in the approved AIP;
 - b. District/Municipal/Provincial/Regional and National level activities;
 - c. Activities that shall involve learners as participants e.g. learners' convergence, sports competition, scouting, tree planting, etc.;
 - d. Activities that shall be conducted outside the province e.g. training, seminars, orientation, capability building, benchmarking, etc. (The conduct of team building shall NOT be allowed); and
 - e. School level activities of Learner Formation that shall involve financial matters to be reviewed by the Division Learner Formation Coordinator and approved by the Schools Division Superintendent.

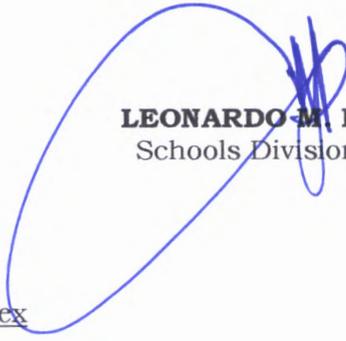


Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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4. An **Authority to Conduct (ATC)** in a form of a letter-request must be approved first by the Schools Division Superintendent and shall be attached to the AR and AD prior to plan execution if the proposed activity is NOT included in the approved SIP and AIP or any activity that has major deviations from the approved plan such as increase in the budget requirement.
5. The softcopies of the templates are available via Google Drive <https://bit.ly/2024SGODDrive>
6. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: As stated

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

POLICY TRAINING PROGRAM

CTF/DM- approval of the activity design at the division and school levels
0000/February 13, 2024



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