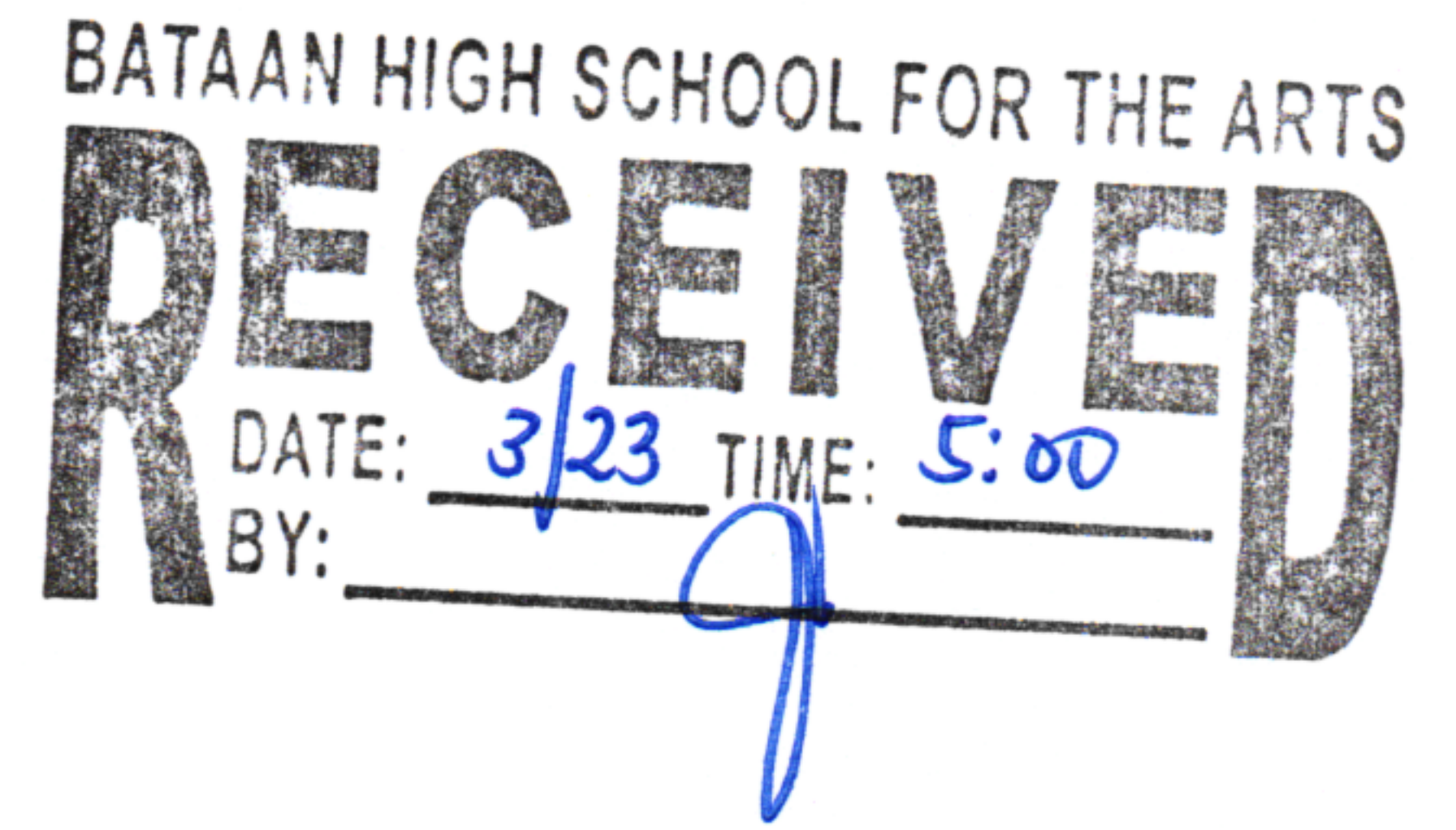




Republic of the Philippines
Department of Education
 REGION III

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

MAR 23 2026

No. 087, s. 2026

**STRICT COMPLIANCE WITH THE PRESCRIBED TIMELINE FOR
 SUBMISSION OF PROJECT PROPOSALS**

To: Deputy Directors
 Chief, Functional Divisions
 Teaching & Non-Teaching Personnel
 All Others Concerned

- To ensure systematic planning, proper fund utilization, timely procurement processes, and efficient implementation of all school programs and activities, this Office hereby directs to strictly comply with the prescribed timeline for submission of project proposals, **effective immediately**.
- No project proposal shall be processed, endorsed, or approved unless submitted within the required timeframe prior to its proposed implementation date.
- The following timelines shall be strictly observed; any exception shall be subject to case-to-case evaluation and approval by the Office, taking into consideration the nature, importance, and opportunities related to the proposed activity:

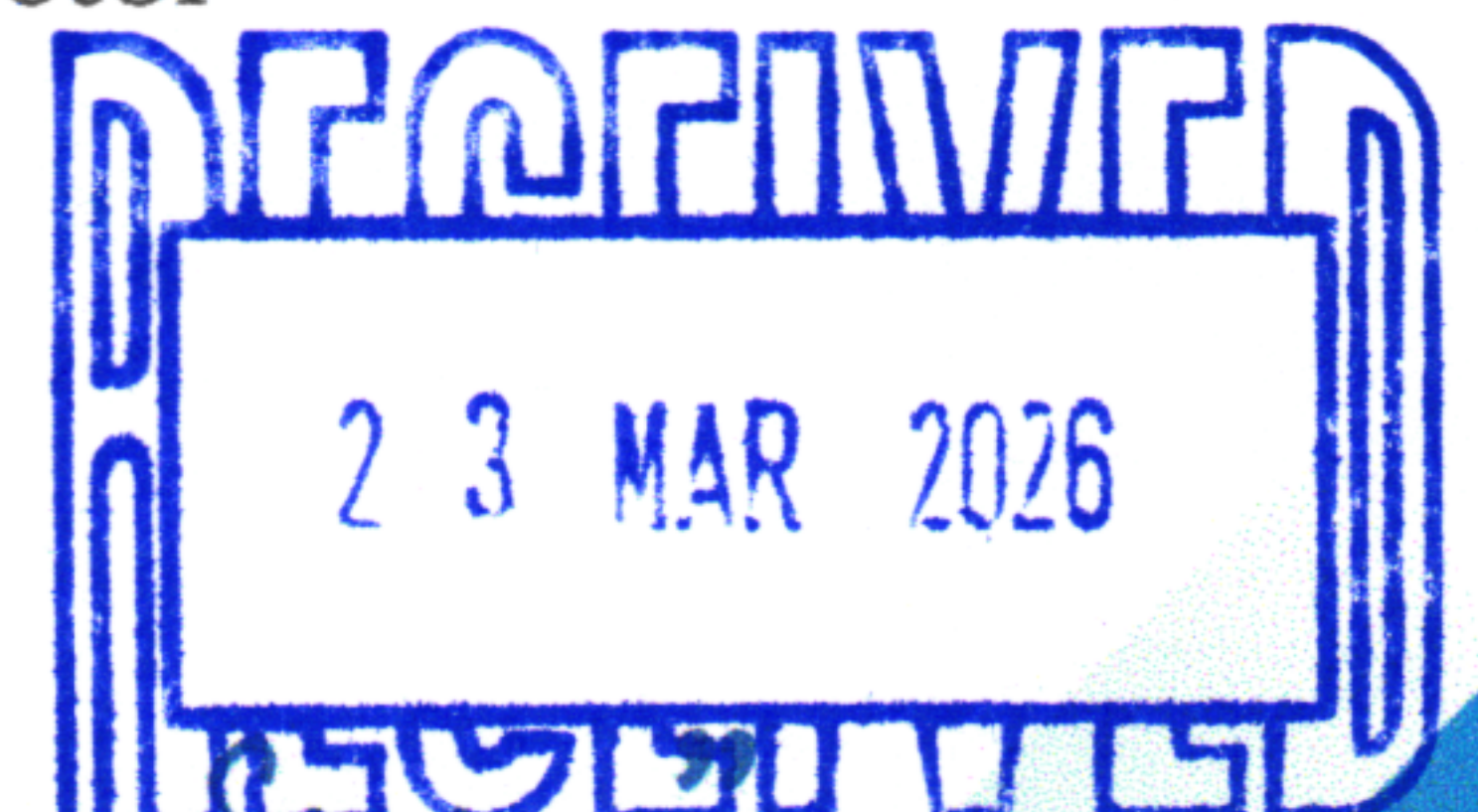
Type of Activity	Timeline
Funded activities requiring bidding	Must be approved at least 2 months before the target implementation date
Funded activities requiring procurement	Must be approved at least 1 month before the target implementation date
Funded activities without procurement	Must be approved at least 2 weeks before the target implementation date
Non-funded activities	Must be approved at least 1 week before the target implementation date

- All proponents are responsible for ensuring the completeness of documentary requirements upon submission. Proposals submitted beyond the prescribed timeline shall not be accommodated and may be automatically deferred to a later schedule, subject to approval.
- Strict compliance with this Memorandum is hereby desired.


MIA ARIANA P. DANCIONGCO, PhD
 Director III
 School Director

MAR 23 2026

Encl.: None
 Reference: as stated
 To be indicated in the Perpetual Index under the following subjects
 TIMELINE ACTIVITIES PROPOSALS
 OSD04/March 23, 2026



"Bayan ng Bayani, Bayani ng Sariling"

Brgy. Ibaba, Bagac, Bataan (047) 244-6321 / 0918-965-5281
 facebook.com/bhsa2021 bhsa@deped.gov.ph