



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

February 15, 2021

DIVISION MEMORANDUM
NO. 040, s. 2021

To: Assistant Schools Division Superintendents
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Unit and Section Heads
All Education Program Supervisors and Specialists
All Public Schools District Supervisors
All Concerned

DEPED CAVITE PROVINCE'S PROJECT MANAGEMENT PROCESS

1. In its continuous pursuit to sustain its quality management system, this Office shall strictly implement its new procedure on Project Management.
2. This process shall monitor the training and programs included in the Division's Work and Financial Plan (WFP), starting from the approval of training/ activity proposal until the payment of suppliers who have rendered their services and/ or provided their products.
3. Compliance of all Division personnel to the said process is directed.
4. Attached with this Memorandum is the approved Project Management Procedure
5. Immediate and widest dissemination of this Memorandum is earnestly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

KAS/ DM No. 40 s2021
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"Serbisyong Tapat at Sapat para sa Batang KABITENYO"

PROJECT MANAGEMENT PROCEDURE		
Step	Responsible Personnel	Details
START		
Checking of Activity Code	Proponent	<p><i>The Division shall conduct yearly strategic planning activity where Work and Financial Plan (WFP) shall be approved.</i></p> <p>Step 1:</p> <ul style="list-style-type: none"> Checks/ validates for the activity code in the approved WFP
Preparation of Activity/ Training Proposal	Proponent	<p>Step 2:</p> <ul style="list-style-type: none"> Prepares activity/ training proposal based on the approved budget on the WFP using the form DOC-HRD-FR-009 <p><i>Note: Activity/ Training proposal shall be approved 45 days prior to the conduct of activity. (see: DOC-HRD-OM-001 Quality Assurance of Training Proposal) Aside from the approved proposal, Activity Request form (for budgeted activities) or Authority to Conduct and request letter addressed to top management (for non-budgeted) shall also be prepared by the proponent.</i></p>
Furnishing of approved activity/ training proposal and AR/ ATC	Proponent	<p>Step 3:</p> <ul style="list-style-type: none"> Furnish the Budget unit and Supply unit with hard copy of the approved training proposal and AR/ ATC, soft copy for the Quality Management Office Submit soft copy of same documents to M&E Unit through Google form for the provision of activity/ training program evaluation link
Procurement	Designated Supply Personnel	<p>Step 4:</p> <ul style="list-style-type: none"> Conducts procurement process (See DOC-SUP-OM-001) <p><i>Note: Procurement shall be processed within 25 calendar days upon receipt of approved</i></p>

		<p>activity/ training proposal and AR/ ATC for readily available office supplies and equipment; Proponent may indicate in TP 1-3 preferred service providers which may be subjected to inspection</p>
Notifying proponent	Designated Supply Personnel	<p>Step 5:</p> <ul style="list-style-type: none"> • Notifies proponent for site visit schedule (if necessary) through available communication channels • Notifies proponent on the availability of supplies/ procurement of venue through available communication channels <p><i>Note: Notification shall be done within 26th to 30th day upon receipt of approved activity/ training proposal</i></p>
Issuance of Division Memorandum	<p>Proponent</p> <p>ICT Personnel</p>	<p>Step 6:</p> <ul style="list-style-type: none"> • Prepares a memorandum regarding the training/ activity to be conducted • Forwards memorandum to the Office of the Schools Division Superintendent for signing and approval (See: DQC SDS OM 001) • Disseminates/ uploads memorandum to Division website <p><i>Note: If the attendees/ participants are Division personnel, the memorandum shall be released 5 working days prior the conduct of the activity/ training. If the attendees/ participants are school personnel, the memorandum shall be released 10 working days prior the activity.</i></p>
Release of Materials	Designated Supply Personnel	<p>Step 7:</p> <ul style="list-style-type: none"> • Releases the procured materials to the proponent <p><i>Note: Release of materials shall be 1-3 days after the issuance of notification</i></p>

<p>Conduct of Activity/ Training</p>	<p>Proponent</p> <p>M&E specialist/ QATAME associate</p> <p>Proponent</p>	<p>Step 8:</p> <ul style="list-style-type: none"> • Conducts activity/ training as planned • Prepares and submits necessary documents: Memorandum, photo documentation, signed registration attendance, meal attendance, and notarized contract, statement of account to Supply Office • Prepares and provides M&E report to proponent cc: HRD within 5-10 working days <i>(See DOC MNE OM 001)</i> • Submits completion report to the Human Resource Development (HRD) section <p><i>Note: The above-mentioned documents shall be forwarded to Supply and HRD section within seven (7) days after the event</i></p>
<p>Preparation and forwarding of procurement documents</p>	<p>Supply Officer/ Inspection Acceptance Committee</p>	<p>Step 9:</p> <ul style="list-style-type: none"> • Prepares Inspection Acceptance Report (IAR), and forwards procurement documents i.e. BAC resolution, Abstract of Canvas, Request for Quotation, Purchase Order (PO) and Purchase Request (PR) to the accounting unit <p><i>Note: The above-mentioned documents shall be forwarded to the Accounting unit within 5 days after the submission of the Memorandum, signed registration attendance, meal attendance, and notarized contract and statement of account.</i></p>
<p>Pre-audit</p>	<p>Designated Accounting Personnel</p>	<p>Step 10:</p> <ul style="list-style-type: none"> • Conducts pre- audit process <i>(See DOC-FIN-OM-001 Pre Audit Processing of Personnel Services, Division Office MOOE, Accounts Payable, Trust Liabilities and Cash Advance Transaction)</i>

		<p><i>Note: This step shall be done 10 days (maximum) after the receipt of the Inspection Acceptance Report (IAR), Purchase Order (PO), and Purchase Request (PR)</i></p>
Monitoring of ORS	Designated Budget Personnel	<p>Step 11:</p> <ul style="list-style-type: none"> • Conducts obligation request and status monitoring process (See DOC-BUD-OM-001 <i>Obligation Request and Status Monitoring</i>) <p><i>Note: This step shall be done 2 days (maximum) after receipt of necessary documents from Accounting unit.</i></p>

Preparation of Disbursement Voucher	Designated Accounting Personnel	<p>Step 12:</p> <ul style="list-style-type: none"> • Conducts preparation of Disbursement Voucher procedure (See DOC-FIN-OM-002? <i>Preparation of Disbursement Voucher and Payment</i>) <p><i>Note: This step shall be done 5-10 days (maximum) after receipt of necessary documents from Accounting unit.</i></p>
Approval of Disbursement Voucher	Schools Division Superintendent (SDS)/ Assistant Schools Division Superintendent (ASDS)	<p>Step 13:</p> <ul style="list-style-type: none"> • Signs and approves Disbursement Voucher <p><i>Note: This step shall be done 2 days (maximum) after the receipt of the disbursement voucher form the Accounting Unit</i></p>
Preparation of Cheque	Designated Cash Personnel	<p>Step 14:</p> <ul style="list-style-type: none"> • Prepares the cheques based on the approved voucher <p><i>Note: This step shall be done 2 days (maximum) after the receipt of approved disbursement voucher from SDS/ ASDS Office.</i></p>
Signing of Cheque		<p>Step 15:</p> <ul style="list-style-type: none"> • Signs cheques

	Schools Division Superintendent (SDS)/ Assistant Schools Division Superintendent (ASDS)	<i>Note: This step shall be done 2 days (maximum) after the receipt of the cheque from the Cash Unit</i>
Releasing of Cheque	Designated Cash Personnel	Step 16: <ul style="list-style-type: none"> • Notifies service provider for the release of cheque • Releases the signed cheque to the service provider