



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

OFFICE MEMORANDUM
SGOD-2025 - 001

03 JAN 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
All Others Concerned

**PROGRAMS, PROJECTS AND ACTIVITIES (PPAs) UNDER SPECIAL
EDUCATION FUND (SEF) 2025 REFERENCES**

1. In view of the preparation of documents for the Programs, Projects and Activities (PPAs) funded under the Special Education Fund, references as basis for the PPAs can be accessed thru the link <https://tinyurl.com/SEFReferences2025>. The uploaded documents are as follows:
 - a. Approved Local School Board Resolution No. 05, s of 2024 titled *A Resolution Approving the 2025 Budget for Priority Education Projects of the City of Batac School Board* ;
 - b. Approved Project Procurement Management Plan (PPMP);
 - c. Approved Annual Investment Program (AIP),
 - d. Purchase Request (PR) template;
 - e. Approved Budget for the Contract (ABC) template;
 - f. Pricelist; and
 - g. Project Proposal Template.
2. All program owners are advised to attach the said documents in the project proposal to be submitted to the City Government of Batac prior to the implementation or conduct of the PPAs.
3. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

NMU/PPAReferences_2025SEF
0001/ January 2, 2025



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