

Republic of the Philippines

Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OF BAGUIO CITY



1 July 2024

DIVISION MEMORANDUM

No. 364-2024

TIMELINES ON THE SUBMISSION OF RESEARCH PROPOSALS, INNOVATIONS, APPLICATION OF EDUCATION AND APPLICATION OF LEARNING AND DEVELOPMENT FOR SY 2024-2025

To

OIC-Assistant Schools Division Superintendent CID and SGOD Chief Education Supervisors

Education Program Supervisors Public Schools District Supervisors

Public Elementary and Secondary School Heads

All Others Concerned

- 1. As part of the continuous improvement of the processes in the Schools Division Office of Baguio City, the field is being informed of the timelines that will be followed on the submission of research proposals, innovations, application of education and application of learning & development for school year 2024-2025. This mechanism is adopted as a response to the challenges and issues encountered during the previous years of implementation.
- 2. The timeline of submission of the aforementioned proposals will be as follows:

Quarter Call	Start of Acceptance	End of Acceptance
First Quarter	August 19, 2024	August 30, 2024
Second Quarter	November 4, 2024	November 15, 2024 /
Third Quarter	January 27, 2025	February 7, 2025 /
Fourth Quarter	March 24, 2025	April 4, 2025 /

- 3. Teaching, teaching-related and non-teaching personnel in SDO-Baguio City is strictly directed to observe the timelines stated above. Proposals that will be submitted beyond the timelines will not be accepted.
- 4. Immediate and wide dissemination of this Memorandum is required.

SORAYA T. FACULO PhD, CESO VI

Assistant Schools Division Superintendent

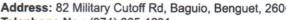
Officer-In-Charge

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