



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

- 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.
- 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 ✓

- 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.
- Immediate and wide dissemination of this Memorandum is required.

SORAYA T. FACULO PhD, CESO VI
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 Officer-In-Charge
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