



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

RECEIVED
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March 25, 2026

DIVISION MEMORANDUM

No. 173 s. 2026

To: All Heads/ Chiefs of the Functional Divisions
Education Program Supervisors/ School Monitors
OIC- Public Schools District Supervisors/ Lead Principal
School Heads
All Others Concerned

1. The Local School Board, composed of the Local Government Unit of Iriga City and the Schools Division Office (SDO) of Iriga City, has secured a resolution granting an allotment for **School Subsidy** under the Special Education Fund (SEF) in the amount of **One Hundred Thousand Pesos (P100,000.00)** for Fiscal Year 2026.

2. All school heads are hereby directed to **submit their Project Proposals on or before April 6, 2026**, to the Records Section Office for proper documentation and tracking. Proposals must strictly follow the prescribed template and ensure that signatories are clearly indicated, as shown in Enclosure 1. All documents must be compiled in a long orange plastic folder, properly fastened on the side.

3. Furthermore, all proponents are reminded that **no labor or contractual services** shall be included in the proposed budget. Only movable or tangible goods/items not exceeding the prescribed amount shall be allowed, and these must be properly itemized in the budget matrix with corresponding fair market price estimates.

4. Approval of all submitted proposals shall be subject to the procurement standards and processes of the Local Government Unit of Iriga City. It is also emphasized that the LGU reserves the right to conduct reviews at any time, and any comments or recommendations shall be duly communicated to the concerned schools.

5. All requests and proposed projects must be **aligned with the identified Priority Improvement Areas (PIAs)** as indicated and reflected in the School Improvement Plan (SIP) and Annual Improvement Plan (AIP), respectively, ensuring



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Edukasyon ang Dekalidad!

Sto. Domingo, Lungsod Iriga
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that all initiatives directly contribute to the enhancement of school performance and learner outcomes.

4. For information, dissemination, and compliance.

MARIA- MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent



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