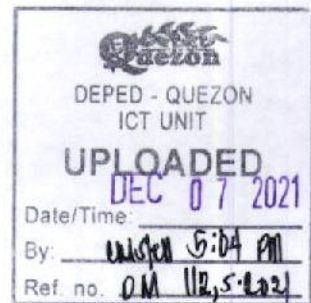




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



06 December 2021

OFFICE MEMORANDUM
OM No. 112, s. 2021

**UTILIZATION OF THE NEW TEMPLATE FOR ACTIVITY REQUEST AND
AUTHORITY TO CONDUCT**

TO: OIC - Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Division Program Focal Person/Coordinators

This Office announces the use of the new external template for Activity Request (AR) and Authority to Conduct (ATC) effective January 3, 2022. Hence, internal template with document number DEPEDQUEZON-SGOD-PAR-04-032-000 shall not be utilized on January 3, 2022 onwards.

AR and ATC are automatically be generated upon request thru the Program Management Information System (PMIS) website. A separate Memorandum shall be released regarding the updated flowchart of AR/ATC.

For PPAs from another fund source that cannot be found and requested from the PMIS, the external template shall be used provided that Work and Financial Plan be submitted as one of the attachments.

Strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

parmjdf12/06/2021

DEPEDQUEZON-TM-SDS-04-010-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



Republic of the Philippines
Department of Education

AR No :

DATE :

FOR :

FROM :

SUBJECT :

NAME OF PROGRAM(S)/ PROJECT(S):

OUTPUT(S) TO BE PRODUCED AND ITS CODE(S):

Output Code	Output	Physical Target

ACTIVITY/IES TO BE REQUESTED:

Activity Code	Name of Activity

ACTIVITY/IES WITH DOWNLOADING:

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FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
Grand Total:		

SOURCE OF FUNDS:

ADMINISTRATIVE ARRANGEMENTS:

Activity Code	Sub-Activities	Pax	Inclusive Dates	Remarks

ANNEXES:

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.



Republic of the Philippines
Department of Education

ATC No:

DATE:

FOR :

THRU :

FROM :

SUBJECT:

NAME OF PROGRAM(S)/ PROJECT(S):

OUTPUT(S) TO BE PRODUCED AND ITS CODE(S):

Output Code	Output	Physical Target

ACTIVITY/IES TO BE REQUESTED:

Activity Code	Name of Activity

ACTIVITY/IES WITH DOWNLOADING:

--	--

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount

SOURCE OF FUNDS:

ADMINISTRATIVE ARRANGEMENTS:

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ANNEXES:

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