



REPUBLIC OF THE PHILIPPINES  
Department of Education  
REGION X - NORTHERN MINDANAO  
**DIVISION OF TANGUB CITY**

CEPE DIVISION OF TANGUB CITY

CITY OF TANGUB

March 31, 2021

**RELEASED**

DATE: \_\_\_\_\_

3/31/21

DIVISION MEMORANDUM

No. 63 s, 2021

**UTILIZATION OF HGDG CHECKLIST AND SUBMISSION OF GAD BUDGET PLAN**

To: Chief, School Governance Operations Division  
Chief, Curriculum Implementation Division  
Public Elementary and Secondary School Heads  
This Division

1. For dynamic and efficient utilization of the allocated funds for GAD activities, all program holders and school heads are required to use the HGDG Checklist in preparing for the activity designs and project proposals.
2. Furthermore, all school heads are requested to diligently comply the GAD budget plan for this school year.
3. All GAD budget plans are expected to be submitted on April 8, 2021 to the Division Office thru Mr. Redeemer D. Denapo.
4. Immediate dissemination of this memorandum is highly desired.

AGUSTINES E. CEPE, CESO V  
Schools Division Superintendent