



Republic of the Philippines
Department of Education

REGION IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL
PHASE VI, WELLINGTON PLACE, PASONG CAMACHILE II, GENERAL TRIAS CITY, CAVITE

July 01, 2024

SCHOOL MEMORANDUM
No. 042, s. 2024

UPLOADING OF PPA FILES AND RELATED DOCUMENTS TO ONEDRIVE

To: All Project Owners
All Other Concerned

1. In line with our continuous effort to ensure efficient management of our school projects and activities, all PPA owners are hereby instructed to upload S.Y. 2023-2024 project files and related documents to our designated OneDrive link by **July 15, 2024**.
2. This initiative aims to centralize all project-related documents, making them easily accessible for reference and ensuring continuity in our work processes.
 - a. To maintain organization and ease of access, please adhere to the following file naming convention:
Project Name_Document Type_Date (e.g., AAR_IKASA_2023-2024)
 - b. Acceptable formats include PDF, Word, Excel, and PowerPoint. Ensure that all documents are clear and legible.
 - c. Access OneDrive Link here: <https://tinyurl.com/PPAFiles-2023-2024>
 - d. Create a folder with your project's name and upload all related files within this folder. Subfolders can be created for different types of documents if necessary.
3. Non-compliance with this directive may result in delays in necessary project transitions and could impact the overall efficiency of our school operations. Your cooperation is essential for the successful implementation of this system.
4. Additionally, PPA owners are also instructed to **submit** their Annual Accomplishment Report for the S.Y. 2023-2024 to the office.
5. For assistance with uploading files or any technical issues, please contact Ms. Angel Mae E. Plata on FB Messenger.
6. For your guidance and compliance.


NANETH P. SALVADOR, EdD
Principal I

AMP/SM No. 042, s.2024
07/01/24



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