



Republic of the Philippines
Department of Education

Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

**DIVISION MEMORANDUM
 DM-2021-131**

TO : All Heads of Elementary and Secondary schools and School Personnel

FROM : Schools Division Superintendent

SUBJECT : Addendum to the Requirements for Income Generating Project (IGP)

DATE : May 10, 2021

1. Please be informed that Financial Statement be added as one of the main parts of the Income Generating Projects. As such, it has the following parts:

- a. Source of Funds - - - - - Php _____
- b. Income Statement:
 - Total Amount of Capital ----- Php _____
 - Less: Operating Expenses (detailed) ----- Php _____
 - Net Income ----- Php _____
- c. Distribution of Net Income
 - b.1. Payroll of Beneficiaries ----- Php _____
 - b.2. Proof of Project or Proceeds ----- Php _____

2. For information, guidance and strict compliance.


LORNA G. BUGAYONG PhD, CESO V
 Schools Division Superintendent

With hundred reasons to serve!



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