



Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

July 27, 2023


DIVISION MEMORANDUM

No. 408, s. 2023

**WORKSHOP FOR FISCAL YEAR 2024 WORK AND FINANCIAL PLAN PREPARATIONS OF THE  
3 FUNCTIONAL DIVISIONS, ONLINE ENCODING TO THE PMIS, REVIEW & PRESENTATION OF THE 2023-2028 DEDP**

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
FUNCTIONAL DIVISION CHIEFS  
IDENTIFIED DIVISION UNIT HEADS, PROGRAM IMPLEMENTERS AND PERSONNEL  
ALL OTHERS CONCERNED

1. This Office respectfully informs all concerned of the CONDUCT OF 2024 WFP PREPARATIONS OF THE 3 FUNCTIONAL DIVISIONS AND ONLINE ENCODING TO THE PMIS, REVIEW & PRESENTATION OF 2023-2028 DEDP on August 29-31, 2023. Venue to be announced later.
2. List of Participants, Indicative Schedule of Activities, Implementation and Budgetary Matrices are hereby attached for reference.
3. Expenses incurred in the conduct of this activity shall be charged to OSDS Funds subject to procurement, accounting and auditing rules and regulations.
4. For information, guidance, and compliance of all concerned.

  
S.O. # 149 S. 2023  
JUELLE RUIZ-LUMPAS, EDD, CESO VI  
Schools Division Superintendent

Reference: DepEd Order 11, s. 2021



OSDS

**WORKSHOP FOR FISCAL YEAR 2024 WORK AND FINANCIAL PLAN PREPARATIONS OF THE  
3 FUNCTIONAL DIVISIONS, ONLINE ENCODING TO THE PMIS, REVIEW & PRESENTATION OF THE 2023-2028 DEDP  
August 29-31, 2023**

LIST OF PARTICIPANTS

Name	Position	Unit/Section/Program
DR. JUDELLA R. LUMPAS, CESO VI	SDS	OSDS
DR. JAIME LEON T. CARDONA, CESEE	OIC-ASDS	OSDS
ATTY. MA. SOCORRO T. PANCIPANCI	Division Legal Officer	OSDS
MA. NESSA L. HOMERES, CPA	Division Accountant	OSDS
CARMELA E. TORRES	Division I.T.O	OSDS
RODEL R. NAVAL	AO V/Division Budget Officer	OSDS
FRANCISCO A. ANCHOJAS	AO V/ Head GASU	OSDS
MARDONIO B. MACAPUGAS	AO IV/ HRMO	OSDS
JENNETH S. LAGUNZAD	AOIV/ Supply Officer	OSDS
NANCY C. ANINAO	AO IV/ Cashier	OSDS
CHRISTIAN NOEL R. CABRIGAS	ADAS III	OSDS-PMIS In-charge for OSDS
JIM P. LODEVICO	ADA VI	OSDS- PMIS In-charge for CID
KIMBERLY JOY L. CANDIZA	ADAS III	OSDS-Secretariat
JUNETH S. GUARINO	ADAS III	OSDS-Secretariat
MARK CHESTER ANTHONY G. TAMAYO	Division Chief	CID
DR. JULIET L. LIM	EPS	CID
DR. MIGUEL JR V. DUMAS	EPS	CID
RONALD. B. LLANETA	EPS	CID
DR. JESSICA M. ABRIL	EPS	CID
RANULFO I. BAAY	EPS	CID
DR. GRETTEL LAURA M. CADIONG	EPS	CID
DR. LITA V. JONGCO	PSDS	CID
NICETA L. GALURA	PSDS	CID
DR. MELANI D. ESCOBARTE	Division Chief	SGOD
DR. DELILAH M. DELOS SANTOS	EPS PAPs	SGOD
JADE B. CALLEJA	SEPS P&R	SGOD
ANGELO V. ALCARAZ	Planning Officer III	SGOD
ROGER D. DAGALE	SEPS M&E	SGOD-PMIS In-charge SGOD
DR. MERIAM M. GUALDRAPA	SEPS HRDS	SGOD
JENNITH S. GABISAY	SEPS SMN	SGOD
CRISVILL M. VILLAMOR	PDO II DRRMS	SGOD
EVANGELINE J. BADRINA	PDO I YFD	SGOD
ENGR. RAFAEL S. LANZA	ENGINEER III	SGOD
DR. MARY PHOEBE C. QUIBAN	Medical Officer III	SGOD
DR. ADORACION M. CORTAGA	Dental Officer	SGOD
RIZZA P. DELIVA	Nurse II	SGOD

Number of Participants: 36

Recommending Approval:

**JAIME LEON T. CARDONA EdD, CESEE**

OIC-Assistant Schools Division Superintendent

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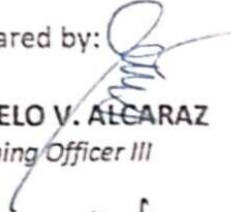
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August 29-31, 2023**

IMPLEMENTATION MATRIX

TIME	ACTIVITY	IN-CHARGE
<b>DAY 1</b>		
<b>August 29, 2023</b>		
8:00-9:00 am	Registration/ Preliminaries	Angelo Alcaraz, PLO III
9:00-10:30 am	Presentation of Version 3 of the 3 functional divisions	Roger D. Dagale, SEPS M& E
10:30-12:00 am	2024 Budget Allocation Presentation	Rodel R. Naval, Budget Officer III
12:00-1:pm	LUNCHBREAK	
1:00-3:00 pm	2024 WFP Preparations & PMIS Encoding Mechanics	Mark Galiano, Regional Planning Officer/PMIS Regional Focal
3:00-4:30 pm	Open Forum	Facilitators
4:30- 5:00 pm	Reminders for the Day 2	Jade B. Calleja, Rodel R. Naval, Angelo V. Alcaraz & Roger D. Dagale, Facilitators
<b>DAY 2</b>		
<b>August 30, 2023</b>		
8:00-8:30 am	Preliminaries	Facilitators
8:30-11:30 am	2024 WFP Preparation Workshop OSDS SGOD CID	Functional Division Representatives
11:30-12:00 pm	OPEN FORUM	Facilitators
12:00-1:pm	LUNCHBREAK	
1:00-3:00 pm	Continuation 2024 WFP Preparation Workshop	Functional Division Representatives
3:00-5:00 pm	2024 WFP PMIS Encoding	PMIS Functional Division In-charge in supervision with the 2 chiefs, ASDS, Budget Officer, Planning & M&E Offices

<b>DAY 3</b> <b>August 31, 2023</b> 8:00-8:30 am	Preliminaries	Facilitators
8:30am-12:00Pam	DEDP 2023-2024 Review & Presentation for Year 1	Jade B. Calleja & Angelo V. Alcaraz, Planning & Research Section
12:00-1:00 pm	LUNCHBREAK	
1:00-3:00 pm	Output Presentation	3 Functional Divisions
3:00-5:00 pm	Closing Program	Facilitator

Prepared by:

  
**ANGELO V. ALCARAZ**  
*Planning Officer III*

  
**RODEL R. NAVAL**  
*Budget Officer III*

  
**JADE B. CALEJA**  
*SEPS Planning & Research*

**ROGER D. DAGALE**  
*SEPS M&E*

Recommending Approval:


  
**JAIME LEON T. CARDONA EdD, CESEE**  
*OIC-Assistant Schools Division Superintendent*


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**BUDGETARY MATRIX**

Particulars	Unit	Price	Total
Accommodation, Meals, and snacks with provision of 3 pax buffers inclusions of sound system, projector and tarp printing for back drop	2,000.00 X 36 X 3	216,000.00	216,000.00
Workshop Materials	See prepared PR for the details	See prepared PR for the details	5,000.00
<b>TOTAL:</b>			<b>221,000.00</b> <b>Charged to OSDS Funds</b>


Prepared by:

  
**ANGELO V. ALCARAZ**  
Planning Officer III

  
**JADE B. CALLEJA**  
SEPS P&R

Certification of Funds Availability:

  
**RODEL R. NAVAL**  
Budget Officer III

  
**MA. NESSA L. HOMERES, CPA**  
Accountant III

Recommending Approval:

  
**JAIME LEON A. CARDONA EdD, CESEE**  
OIC-Assistant Schools Division Superintendent

APPROVED:

  
**JUDELLA RUIZ-LUMPAS EdD, CESO VI**  
Schools Division Superintendent

S.O. # 149, s. 2023