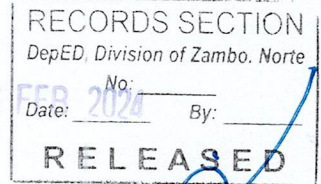




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



February 15, 2024

Division Memorandum

No. 108, s. 2024

SEMINAR-WORKSHOP ON FY 2024 SCHOOL OPERATING BUDGET (SOB) CRAFTING

TO: Assistant Schools Division Superintendents
School Principals of Implementing Secondary Schools
School Heads of Central Schools and SPED Centers
Administrative Officer II of Central Schools
District and Central School Bookkeepers
All Others Concerned

1. This office informs all concerned on the conduct of the Seminar-Workshop on FY 2024 School Operating Budget (SOB) Crafting on **February 22, 2024** at **Top Plaza Hotel, Dipolog City**.
2. The objectives of the abovementioned activity are the following:
 - a. to provide venue for the workshop to review the crafted SOB output;
 - b. to come up with an accurate and reliable prioritization expenditure for school-based improvement; and
 - c. to craft SOB Form A and B aligned with the school Annual Implementation Plan (AIP)
3. Participants are requested to bring their own laptops, printers, and other documents needed for the reports.
4. Traveling expenses of participants shall be charged against their local school funds.
5. Enclosed herewith are the list of participants and the matrix/schedule of activities.
6. For information and guidance.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

Reference/s: NONE

To be indicated in the Perpetual Index
under the following subjects:

School Operating Budget (SOB)

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Enclosure 1. Participants (180 Pax):

Program Management Team (5)

Arvie M. Ompoy, CPA	Accountant III
Casemera V. Lunjas	Administrative Officer V – Budget
Bryan Jeffrey B. Prejoles	Administrative Officer II - Accounting
Christian James S. Paco	Project Development Officer I - Budget
Kevin O. Pasco	Administrative Assistant I - Budget

School Heads of Central Schools and SPED Centers (36)

Richard G. Dadan	Bacungan Central School
Rolito P. Jatico	Baliguian Central School
Manuel A. Cinco	Godod Central School
Jaime T. Timosa	Gutalac Central School/ SPED Center
Rosenda G. Miranda	Upper Gutalac Central School
Algie B. Alcala	Kalawit Central School
Dennipher T. Rillera	Katipunan Central School/ SPED Center
Rysa A. Intic	Felipe Cadavedo Central School
Renelda V. Salatandre	La Libertad Central School
Florante T. Galorio	Labason Integrated School
Policarpio T. Dionaldo	Liloy Central School
Andres C. Gamil	Baybay Central School / SPED Center
Ferlisa R. Eguia	Manukan East Central School
Marites U. Dengal	Manukan West Central School
Marlou P. Elcamel	Linay Central School
Cerlina M. Patagoc	Mutia Central School
Celso C. Overa	Piñan Central School
Ruben C. Enoy	Polanco Central School
Ronie C. Enoy	Silawe Central School
Carmelito C. Bongcawel	Ponot Central School
Loida J. Gimang	Rizal Central School
Leo A. Cudas	Roxas Central School / SPED Center
Dario E. Tiempo	Dohinob Central School
Amelita G. Sappal	Salug Central School / SPED Center
Setchery T. Estebat	Bacong Central School
Gerrylisa A. Eguia	Sergio Osmeña Central School
Elvis C. Adavan	San Isidro Central School
Uldarico B. Crampatanta	Siayan Central School
Majel M. Sumacay	Sibuco Central School
Fe B. Josol	Sibutad Central School
Ariel B. Crampatanta	Sindangan Pilot Demonstration School / SPED Center
Nheimross U. Sugod	Juan Bugarin Central School
Dolores A. Cagoco	Mandih Central School
Annie I. Billones	Siocon Central School
Jimmy M. Pasturan	Sirawai Central School
Ivan R. Napigkit	Tampilisan Central School

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Central School Bookkeepers (30)

Mary Rose Dato	<i>Bacong Central School</i>
Beverly Anne Z. Amandac	<i>Bacungan Central School</i>
<i>*Julius M. Callagon</i>	<i>Baliguian Central School</i>
Cherry Bee Templado	<i>Baybay Central School</i>
Emelvar Sacome	<i>Dohinob Central School</i>
<i>*Beverly Anne Z. Amandac</i>	<i>Felipe Cadavedo Central School</i>
Daryl Galleposo	<i>Godod Central School</i>
Jeson Galope	<i>Gutalac Central School</i>
Mary Rose Pormento	<i>Juan Bugarin Central School</i>
Dany Abajar	<i>Kalawit District</i>
Gwin Riza Aleta	<i>Katipunan Central School & SPED Center</i>
Ferdinand Guantero	<i>La Libertad Central School</i>
Jovelyn Cordeta	<i>Labason Integrated School</i>
<i>*Walter Villafruerte</i>	<i>Liloy Central School</i>
Sandy Cagbabanua	<i>Linay Central School</i>
Shecka Pearl Paghubasan	<i>Mandih Central School</i>
Grecil Jane F. Recososa	<i>Manukan East Central School</i>
<i>*Grecil Jane F. Recososa</i>	<i>Manukan West Central School</i>
Florijel Elumba	<i>Mutia Central School</i>
Faye Ann Mae Dagpin	<i>Pinan Central School</i>
Zoraida Cuervo	<i>Polanco Central School</i>
Joan Templado	<i>Ponot Central School</i>
Maricris Fernandez	<i>Rizal Central School</i>
Analie Fermin	<i>Roxas Central School</i>
Ruffa Mae Lipayo	<i>Salug Central School & SPED Center</i>
<i>*Remar M. Montifalco</i>	<i>San Isidro Central School</i>
Jan Ulee Bagalanon	<i>Sergio Osmeña Central School</i>
Cherryle Magundaya	<i>Siayan Central School</i>
Abdurakman N. Atani	<i>Sibuco Central School</i>
Lilyflor Apurado	<i>Sibutad Central School</i>
Marissa P. Vendiola	<i>Silawe Central School</i>
Charies Jugo	<i>Sindangan Pilot Demonstration School</i>
Karen Shane Dapat	<i>Siocon Central School</i>
Fredelene Mae Aligato	<i>Sirawai Central School</i>
Lelibeth Oquias	<i>Tampilisan Central School</i>

**Concurrent Bookkeepers/ AOs of another district/ school*

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District Bookkeepers (35)

Mc Charby Villanueva	<i>Bacungan District</i>	Marelli Rafols	<i>Salug I</i>
Ian B. Toledo	<i>Baliguian District</i>	Mark Urland Tordillo	<i>Salug II District</i>
Edna Bermudez	<i>Godod District</i>	Emperatriz Paradero	<i>Sergio Osmeña I</i>
Randy Fuertes	<i>Gutalac I</i>	Rosalie Ib-Ib	<i>Sergio Osmeña II</i>
Regan T. Villafuerte	<i>Gutalac II District</i>	Jolie Boy Lira	<i>Siayan District</i>
Azlea Siocon	<i>Kalawit</i>	Edison Gumotud	<i>Sibuco District</i>
Remar Montifalcon	<i>Katipunan I District</i>	Ivy Dela Cruz	<i>Sibutad District</i>
Jope Shellaine Garay	<i>Katipunan II District</i>	Jennyvie Bulay-Og	<i>Sindangan Central District</i>
Emel Rome Fernandez	<i>La Libertad District</i>	Marilou Atig	<i>Sindangan North</i>
Sheryl Anne Chiong	<i>Labason District</i>	Maricel Andus	<i>Sindangan South District</i>
Marcelino Orong	<i>Liloy I District</i>	Anie-Rose Cardenas	<i>Siocon District</i>
Katrina Aubry Daga	<i>Liloy II District</i>	Jeanette Delasas	<i>Sirawai</i>
Kassel Elnas	<i>Manukan 1 District</i>	Richard Palalon	<i>Tampilisan District</i>
Mary Jane Aniñon	<i>Manukan II</i>		
Grace Cabilin	<i>Mutia District</i>		
Alex Belonghilot	<i>Piñan District</i>		
Edelyn A. Oriño	<i>Polanco I District</i>		
Rene S. Belarmino	<i>Polanco II District</i>		
Clara Jean Cacho	<i>Ponot District</i>		
Mark Christian Basas	<i>Rizal District</i>		
Jeylou Dumaog	<i>Roxas I</i>		
Messy Gay Ybanez	<i>Roxas II</i>		

Senior Bookkeepers of Implementing Units (19)

Erlan Monica I. Torres	<i>Bacungan NHS</i>
Mary Jessie Rose B. Anguit	<i>Dohinob NHS</i>
Christian Glenn L. Daga	<i>Gutalac NHS</i>
Karen E. Lisbos	<i>Julian Soriano MCHS</i>
Mariz E. Lugo	<i>Katipunan NHS</i>
Omar A. Patayon	<i>Kipit Agro FHS</i>
Germila U. Amit	<i>Liloy NHS</i>
Agnes R. Andalaho	<i>Manukan NHS</i>
Milrose Ivanne M. Aguy	<i>Piñan NHS</i>
Crystel Vanice C. Dayunot	<i>Polanco NHS</i>
Irish May T. Osorio	<i>PMAR NHS</i>
Johannah G. Cabardo	<i>Salug NHS</i>
Achuka Marie B. Bernus	<i>Sindangan NAS</i>
Joemar C. Villasis	<i>Sergio Osmeña NHS</i>
Jose Ronel S. Malicay	<i>Sibutad NHS</i>
John Rafh O. Dayaganon	<i>Siocon SNHS</i>
Silva Marie S. Balud	<i>Sindangan NHS</i>
Ma. Jovijune S. Jumawid	<i>Tampilisan NHS</i>
Jumilyn B. Daguplo	<i>Ubay NHS</i>

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Secondary School Bookkeepers (19)

Aiza Tintim	Bacong NHS	Esther Sinsuan	Baliguian NHS
Recca Pasil	Compra NHS	Mary Jane Aninon	Don Jose Aguirre NHS
Goldee Lynn Gallopin	Godod NHS	Edward Zamora	La Libertad NHS
Rhea Macute	Jesus A. Ramos NHS	Mary Jane Aninon	Saluyong NHS
Annalou Balbaguio	Kalawit NHS	Melissa Palma	Siayan NHS
Lovelyn Sanico	Kanim NHS	Salome Tariga	Siari John H Roemer NHS
Yaser Pingli	Malayal NHS		
Donalyn Aquino	Manawan NHS		
Joey Ryan Maglangit	Mutia NHS		
Yvonne Gahisan	Ponot NHS		
Rodel Basas	Rizal NHS		
Sukarno Mandusih	Sibuco NHS		
Shojie Dapi-i	Sirawai NHS		

Central School AOs (with clustered schools) (36)

Baby Celeste Licayan	Bacungan CS	Orlee Channie Paloso	Mandih CS
Julius Callagon	Baliguian CS	Eustaquio Arlon Reyes	Manukan East CS
Rimbern King Rimpos	Bayanihan ES, Upper Gutalac CS, Buenavista ES	Ma. Antonette Gonzales	Manukan West CS, Bartolome Aripal ES
Richel Caindug	Baybay CS & SPED Center	Junjie Antona	Map ES, Gacsod ES, Canupong ES
Chrismarie Pabatao	Dacon Learning Center, Sirawai CS, Dacon NHS	Jediael Dahilog	Mutia CS, Head Tipan IS
Gene Uba	Datagan ES, Gutalac CS, Panganuran ES, Gutalac NHS Extension - Panganuran, Sibalic ES	Helen Grace Orquillas	Piñan CS
Karen Almirol	Don Jose Aguirre ES, Linay CS, Jesus A. Ramos NHS	Mariel Batuampo	Polanco CS
Analou Rebalbosa	Fatima ES & Bacong CS	Reinar Bontigao	Ponot CS, Ilihan NHS, Ponot NHS
Nancy Martinez	Godod CS, Lomogom ES	Margarita Dela Cruz	Rizal CS, Rizal NHS
Maritess Patlingrao	Gusa ES, Sindangan SPED Center	Irish Charm Jalosjos	Roxas CS & SPED Center
Lyn Ladiero	Kalawit CS	Sitti Narriman Nian	Salug Central School and SPED Center
Cristabel Nieves	Katipunan CS & SPED Center	Jonathan Dela Cruz	San Antonio ES & Felipe Cadavedo CS
Melche Suganob	Kauswagan ES, San Isidro CS	Maricel Bersales	Sergio Osmeña CS
Jeanette Tactacon	La Libertad CS, La Victoria ES, New Carcar ES	Noemi Bontigao	Siayan CS
Jaylyn Bagalanon	Lapayanbaja ES, Letapan ES, Silawe CS	Edris Jr Amilasan	Sibuco CS
Steenie Jean Mardencial	Liloy CS	Charry Mae Bandrang	Sibutad CS, Sibutad NHS
Airah Alburo	Lumbia Es, Guisokan ES, Juan Bugarin CS	Joey Gabo	Tampilisan CS
Karen Shane Dapat	Ma. Ybarsabal ES, Siocon CS, Tibangao ES	Liza Postigo	Tanayan ES, Dohinob CS



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Enclosure 2. MATRIX/SCHEDULE OF ACTIVITIES

Time	February 22, 2024	In-Charge
7:30-8:00	Registration	PMT/Secretariat
8:00-8:30	Preliminaries: PNA, Prayer	Secretariat / AVP
8:30-8:45	Welcome Remarks	Arvie M. Ompoy, CPA
8:45-9:00	Roll Call of Participants	Casemera V. Lunjas
9:00-9:15	Statement of Purpose	Raymond M. Salvador, CESO VI
9:15-9:30	Message	Roy C. Tuballa, CESO V
9:30-10:00	Guidelines on the Release of Funds	Casemera V. Lunjas
10:00-12:00	Reiteration on Guidelines RE: Program PURSE (Proper Utilization of LSF)	Arvie M. Ompoy, CPA Bryan Jeffrey A. Prejoles
12:00-1:00	LUNCH BREAK	
1:00-5:00	WORKSHOP PROPER and Submission/Checking of Form A and Form B	Participants/PMT
5:00	CLOSING and HOMEWARD BOUND	

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