



Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



September 11, 2023

Division Memorandum

No. 401, s. 2023

**SEMINAR-WORKSHOP ON THE CRAFTING OF
FY 2024 WORK AND FINANCIAL PLAN**

TO: Assistant Schools Division Superintendents
Chief Education Supervisors and Education Program Supervisors
Unit Heads/Program Owners
All Others Concerned

1. This office informs all concerned for the conduct of the Seminar-Workshop on FY 2024 Work and Financial Plan Preparation on **September 27, 2023** with the *venue to be announced*.
2. The objectives of the abovementioned activity are the following:
 - a. to have an interactive engagement in streamlining plans in consonance with the FY 2024 targets per functional division that will further enhance the capability of the EXECOM Officials, members and heads of offices in budgeting and management of performance;
 - b. to coordinate and synchronize activities among planning, operations, budget and accounting office in the program/project implementation; and
 - c. to schedule procurement activities, projecting inventory requirements and overall management of central procurement of common used goods and services.
3. Participants are requested to bring their own laptops, printers, and other documents needed for the reports.
4. Enclosed herewith are the list of participants and the matrix/schedule of activities.
5. For information and guidance.

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

Reference/s: NONE

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

Work and Financial Plan

DBO/cjsp1/DM- WFP Prep 2024
DM No./ September 11, 2023



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
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 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

WFP FY 2024 CRAFTING PARTICIPANTS:

EXECOM

SDS/EXECOM CHAIR	Roy C. Tuballa EMD, JD, CESO VI
ASDS	Ma. Judelyn J. Ramos, CESO VI
ASDS	Judith V. Romaguera, CESO VI
CID Chief	Lilia E. Abello, EdD
SGOD Chief	Joy L. Singson, EdD
Division Legal Officer	Atty. Rey Janolino
Administrative Officer V	Helen E. Tangon
Division Accountant	Arvie M. Ompoy, CPA
AO V – Budget	Casemera V. Lunjas
IT Officer	Julius O. Belagantol

Office of the Schools Division Superintendent (OSDS)

AO IV – Personnel	Marylynne B. Bayron
AO IV – Supply	Jun Leonard U. Romarate
AO IV – Records	Arnel B. Masion
AO IV – Cash	Elena A. Nieves

Curriculum Implementation Division (CID)

EPS – LRMDs	Evelyn C. Labad
EPS – CID	Arcelita B. Zamoras
EPS – ALS	Leynie Boy G. Bellino

Schools Governance and Operations Division (SGOD)

SGOD EPS	Ervie A. Acaylar
Medical Officer	Dr. Sonia Y. Uy
Division Engineer	Engr. Dave A. Patigayon
SEPS - HRDU	Robert I. Poculan III
Planning Officer	Giparel B. Elumba
SEPS - SMME	Wilson H. Inding
SEPS – SMN	Jessie E. Elacan
SEPS – Research	Leonido A. Pampilo
Youth Formation Service	Laisa Madel M. Cinches
PDO – DRRM	Eunice D. Janolino

Program Management Team/Secretariat/Encoders

AO II	Sheena Marie L. Suelto
AO II	Eden P. Buna
AO II	Bryan Jeffrey Prejoles
ADAS III	Christian James S. Paco
ADAS II	Glicerio A. Tan Jr.
ADAS I	Kevin O. Pasco
ADAS III	Gekabel M. Velarde
ADAS III	Marife A. dela Cerna
ADAS III	Shammah Grace B. Velasco
ADA VI	Mary Jerica L. Ocupe
ADA VI	Lorene V. Agustin
ADA VI	Tedee S. Tabilon
ADA III	Ma. Kristine A. Zamoras

Budget Office/CJSP/FY2024 WFP PREPARATION SEMINAR WORKSHOP/ 9-11-23



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WFP FY 2024 CRAFTING MATRIX OF ACTIVITIES:

	September 29, 2023	In-Charge
7:30-8:00	Registration	Secretariat
8:00-8:30	Preliminaries: PNA, Prayer	Secretariat / AVP
8:30-8:45	Acknowledgment of Participants	Casemera V. Lunjas
8:45-9:00	Statement of Purpose	Judith V. Romaguera, CESO VI
9:00-9:15	Message	Roy C. Tuballa, CESO VI
9:15-9:45	Presentation of Expenditure Matrix Template	Giparel B. Elumba
9:45-10:45	Assessment and Monitoring of Activities	Wilson H. Inding
10:45-11:00	Reiteration on the Guidelines of Program Implementation on the Calendar of Activities	Robert I. Poculan III
11:00-12:00	WFP Preparation	Casemera V. Lunjas
	Rejoinder	Arvie M. Ompoy, CPA
12:00-1:00	LUNCH BREAK	
1:00-4:00	Workshop Proper	per Unit/Section
4:00-5:00	Submission and Presentation of Outputs	per Unit/Section
5:00	DINNER / CLOSING	

EXPECTED OUTPUT:

1. FY 2024 Work and Financial Plan

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