



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM-2023-08-351
DEPED MALAYBALAY CITY DIVISION
RELEASED
AUG 30 2023 DATE: 08/30/2023 Time: 11:02
By: Fluorinda

DIVISION MEMORANDUM

NO. 351, s. 2023

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
CHERRY MAE L. LIMBACO REYES
Schools Division Superintendent

DATE: **AUG 30 2023**

SUBJECT: **SEMINAR-WORKSHOP ON PROCUREMENT PLANNING AND PREPARATION OF SCHOOL BUDGET EXECUTION DOCUMENTS FOR CY 2024**

1. To ensure optimum utilization of government funds through procurement planning and budgeting, the Office of the Schools Division Superintendent through the Finance Services shall conduct a *Seminar-Workshop on Procurement Planning and Preparation of School Budget Execution Documents for CY 2024* on September 18-19, 2023. The venue will be announced in a separate memorandum.

2. The objectives of this activity are the following:

- a. Discuss the policies and guidelines in the preparation of school procurement plans and school operating budget.
- b. Allocate funds based on priority program, project and activities of the school for CY 2024.
- c. Finalize consolidated Project Procurement Management Plan based on the submitted PPMP per PPAs.
- d. Prepare, review and consolidate School Budget Execution Documents.

3. Expected participants of the activity are the Public Schools District Supervisors, Education Program Supervisors, Head of Procuring Entity/School Heads, School Senior Bookkeepers, School Administrative Officers and Non-Teaching School Property Custodians (refer to Enclosure 1). Participants are requested to bring their laptops; extension wires and other needed materials needed during the workshop.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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4. All Elementary and Secondary Schools (Implementing and Non-Implementing Units) shall strictly comply with submission of the following required plans and budgets on September, 19, 2023, 5:00 PM:
 - a. School Operating Budget
 - b. Annual Procurement Plan – Annex A
 - c. Consolidated Project Procurement Management Plan
 - d. School Financial Plan (BED 1)
 - e. School Monthly Disbursement Program (BED 3)

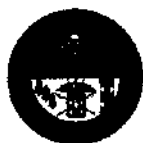
5. As basis for the preparation of the above-mentioned, schools shall bring with them the following:
 - a. Project Procurement Management Plan – per Program
 - b. Annual Improvement Plan CY 2024
 - c. School Improvement Plan.

3. Traveling and other incidental expenses of participants are chargeable against local funds subject to the usual accounting and auditing policies, rules and regulations.

4. For immediate and wide dissemination.

TO BE POSTED IN THE WEBSITE

Copy furnished: Records Section
Accounting Unit



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Enclosure no. 1 to Division Memorandum _____, s. 2023

School Heads/HOPE

1. Abel P. Galler
2. Al Grant L. Tortola
3. Alberto V. Berondo
4. Almejandro R. Adrivan
5. Amor Celeste P. Rojas
6. Argie B. Ducusin
7. Ariel J. Pataca
8. Arimateo B. Halina
9. Arlene C Gantalao
10. Armand Anthony S. Valde
11. Benjamin M. Buhawe
12. Berna G. Bateriza
13. Bernie A. Abugan
14. Brendo A. Bacul
15. Caren James A. Baluran
16. Cresilda L. Canubas
17. Cythia T. Berial
18. Daniel Ocier
19. Danny S. Flores
20. Demie J. Pabillaran, Jr.
21. Dominel E. Plazos
22. Don Kevin Gil E. Plazos
23. Edsel James R. Quemado
24. Eduard G. Gupana
25. Evelyn L. Salem
26. Fermar M. Montañez
27. Genelyn G. Bello
28. Genevieve P. Perino
29. Gina B. Quilaton
30. Glenn M. Gambi
31. Janryl Louis L. Okit
32. Jemma B. Ombayan
33. John Mark C. Dela Peña
34. John P. Rarogal
35. Jonathan G. Villaflores
36. Jonathan T. Daga-ang
37. Jose B. Cruz, Jr.
38. Juan B. Bacang, Jr.
39. Leah B. Lingayon
40. Leny G. Ama
41. Leonila E. Plazos
42. Lester Dave G. Oludin
43. Lloyd L. Maganding
44. Lorna C. Alboroto
45. Ma. Sofia S. Reyes
46. Maitelle B. Israel
47. Maria Ella S. Rabino
48. Maria Shiela G. Acacio
49. Mark Douglas M. Tuquib
50. Mary Fe C. Gumayao
51. Marylan G. Tandog
52. Merry D. Lagunday
53. Myrna C. Pulido
54. Nairobi Jose B. Baja
55. Naomi T. Francisco
56. Narita T. Padua
57. Nelita J. Caballero
58. Neri Pancho
59. Nimfa A. Caballero
60. Noemi V. Hisona
61. Noralyn P. Ronolo
62. Norven Sul Y. De la Cruz
63. Nyms M. Docdocil
64. Pastor P. Abejuela III
65. Paul O. Orong
66. Paul Patrick T. Padua
67. Paulina M. Miñao
68. Ranier M. Rosalejos
69. Raquel S. Ombayan
70. Renato R. Reyes
71. Rene A. Aclub
72. Ricky S. Barcena
73. Roel F. Abecia
74. Rogelio M. Miñoza



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- | | |
|----------------------------------|---------------------------|
| 75. Romil B. Leono | 82. Susan S. Olana |
| 76. Romulo L. Ongkiatco | 83. Teofilo L. Ontoy, Jr. |
| 77. Rosabella B. Onipa | 84. Venus L. Glinogo |
| 78. Roy C. Sumanduran | 85. Victor F. Maestrado |
| 79. Rulyn Z. Crusio | 86. Vincent M. Cabaling |
| 80. Servillano B. Balicanta, Jr. | 87. Wensley B. Sagayoc |
| 81. Sonny M. Rojas | |

Senior Bookkeepers

- | | |
|--------------------------|---------------------------------|
| 1. Alvin D. Labata | 16. Joy Mae H. Anecio |
| 2. Anil U. Quindala | 17. Junnie Von B. Tandayag |
| 3. Ariel D. Garcia | 18. Karole Lenin T. Tirol |
| 4. Edwin C. Espelita | 19. Led Elizabeth L. Decoran |
| 5. Elaine Joy B. Baula | 20. Lee A. Ejem |
| 6. Evelyn Joy V. Don | 21. Liezel U. Padrones |
| 7. Gerardo C. Pasia, Jr. | 22. Louella Christie T. Jaculbe |
| 8. Gindy O. Lambiguit | 23. Marcela A. Densing |
| 9. Gwendolyn G. Quirong | 24. Maria Liza A. Bahian |
| 10. Heinrich Alwyn S. Un | 25. Merafel B. Maque |
| 11. Irish J. Cagat-cagat | 26. Meshele L. Cadangan |
| 12. Jayson E. Butal | 27. Michael Angelo D. Deslate |
| 13. Jerome A. Astudillo | 28. Neil Mar B. Cruzado |
| 14. Jona A. Borres | 29. Sunshine C. Gamboa |
| 15. Joseph Jason A. Lim | 30. Waldemar D. Padla |

Administrative Officer/Non-Teaching School Property Custodian

- | | |
|---------------------------------|----------------------------|
| 1. Almaco Filemon A. Villanueva | 15. Irene Joy G. Dayo |
| 2. Alve Anne Chrisy B. Bendijo | 16. Janine M. Nericoa |
| 3. Anabelle B. Miquiabas | 17. Jeralyn B. Pasquil |
| 4. Angeli Ann T. Medidas | 18. Jocardo B. Desalan |
| 5. Aprille Mae H. Bandong | 19. Joe Randy H. Israel |
| 6. Archille B. Conol | 20. Joseph L. Garcia |
| 7. Bonna B. Lincasan | 21. Monabeth P. Dela Cerna |
| 8. Celeste G. Galorio | 22. Ness Viola M. Borres |
| 9. Cheryl Jane C. Peñalosa | 23. Pamela L. Astudillo |
| 10. Clementina O. Madronero | 24. Rhyna Fe M. Evngelista |
| 11. Dhairyl Jean C. Fajardo | 25. Ruel T. Brigole |
| 12. Don A. Deximo | 26. Shella Novie A. Canson |
| 13. Evangeline P. Bahian | 27. Sheila Joy B. Tubeo |
| 14. Godisa M. Ramos | 28. Welrose A. Delos Reyes |



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29. Brayan B. Garces

30. Jade Grace C. Cabañelez

31. Denise Kareen L. Casinabe

Education Program Supervisors/Public Schools District Supervisors

1. Jasmin J. Adriatico

2. Imelda S. Bentillo

3. Sharon Mae A. Bongocan

4. Dindo M. Gabales, Phd.

5. Analy L. Ocier

6. Virgilin R. Pizarro

7. Maria Concepcion S. Reyes

8. Rosie A. Salupado

9. Rachel R. Valde

10. Purisima J. Yap

11. Manny B. Pimentel, Edd

12. Ferdinand V. Mortera

13. Evernold C. Berial, Phd

14. Liza G. Balintongog

15. Noel A. Tan Nery

16. Jovy G. Molina

17. Aba Q. Allaba, Phd

18. Vicente G. San Miguel, Edd

19. Perlita B. Wales

20. Romil T. Jabonero



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