



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

No. 414, s. 2022

OCT 20 2022

CHANGES IN DIVISION MEMORANDUM NO. 398, S 2022
RE: PREPARATION AND SUBMISSION OF WORK AND FINANCIAL PLAN FY
2023

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
School Principal
Senior Bookkeeper
Accountant I
and All Others Concerned

1. The **Preparation of Work and Financial Plan (WFP) FY 2023** scheduled on **October 25-26 and 27-28, 2022** will be held in Anne Raquel's Hillside Resort and Hotel, New Cabalan, Olongapo City.
2. The registration fee is **three thousand six hundred pesos (P3,600.00)** per participant covering the meals, accommodation, venue, and other expenses relative to the workshop.
3. Attached is the revised Program of Activities (Enclosure No. 1). All participants are advised to bring their laptop and extension cord for the workshop.
4. All other provisions stated in the said Memorandum still remain in effect.
5. Immediate dissemination of this Memorandum is desired.

ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

October 17, 2022
F2/

FOR THE SCHOOLS DIVISION SUPERINTENDENT

MILAGROS M. REÑAFLOR, Ph.D.
Chief Education Supervisor-CID



"We Mould Heroes"

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@depd.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepedBataan



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 200100



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Enclosure 1

PROGRAM OF ACTIVITIES

October 25, 2022 (October 27, 2022)

TIME	ACTIVITY	RESOURCE PERSON
Master of Ceremonies: Mylene R. Alcantara – Administrative Assistant III		
9:00 a.m. – 10:00 a.m.	Opening of the Program	National Anthem - AVP Prayer - AVP Attendance Roll Call: Myra V. Dilig Accountant III Welcome Remarks: William Roderick R. Fallorin Assistant Schools Division Superintendent Roland M. Fronda, EdD, CESO VI OIC- Schools Division Superintendent
10:00 a.m. – 10:30 a.m.	Health Break	
10:30 a.m. – 12:00 p.m.	Applicable Legal Basis in MOOE Expenditures	Mylene G. Santos Administrative Officer V - Budget
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 2:30 p.m.	Template of Work and Financial Plan	Arlene M. Antonio Administrative Officer II Paraiso Elementary School
2:30 p.m. – 3:00 p.m.	Health Break	
3:00 p.m. – 5:00 p.m.	Workshop: Preparation of WFP FY 2023	



"We Mould Heroes"

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@deped.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepEdBataan



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100

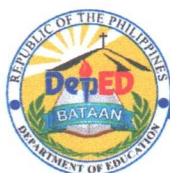


Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

PROGRAM OF ACTIVITIES

October 26, 2022 (October 28, 2022)

TIME	ACTIVITY	RESOURCE PERSON
Master of Ceremonies: Mylene R. Alcantara – Administrative Assistant III		
8:00 a.m. – 8:30 a.m.	Opening of the Program	<u>Makabayan Song - AVP</u> <u>Prayer - AVP</u> <u>Attendance Roll Call:</u> Myra V. Dilig Accountant III <u>Recapitulation:</u> Mary Conn Gacutan Administrative Officer II
8:30 a.m. – 9:00 a.m.	Updates: Documentary Requirements for Cash Advance and Liquidation Report	Myra V. Dilig Accountant III
9:00 a.m. – 9:30 a.m.	Common Errors in the Documentary Requirements	Maria Ofelia Gaita Administrative Assistant III - Budget
9:30 a.m. – 10:00 a.m.	Health Break	
10:00 a.m. – 10:30 a.m.	Review and Updates on Taxation	Paul John Dimla Administrative Assistant III
10:30 a.m. – 12:00 p.m.	Workshop: Preparation of WFP FY 2023	
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 2:30 p.m.	Workshop: Preparation of WFP FY 2023	
2:30 p.m. – 3:00 p.m.	Health Break	
3:00 p.m. – 5:00 p.m.	Finalization and Submission of FY 2023 WFP	



"We Mould Heroes"

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@deped.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepEdBataan



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2007100