



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

October 17, 2022

DIVISION MEMORANDUM
No. 417, s. 2022

**ADDENDUM: PREPARATION AND SUBMISSION
OF WORK AND FINANCIAL PLAN FY 2023**

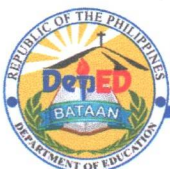
To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
School Principal
Senior Bookkeeper
Accountant I
and All Others Concerned

1. The preparation of Work and Financial Plan (WFP) FY 2023 scheduled on October 25-26 and 27-28, 2022 will be held on Anne Raquel's Hillside Resort and Hotel, New Cabalan, Olongapo City.
2. The registration fee is P3,600 per participant covering the meals, accommodation, venue, and other expenses relative to the workshop.
3. Attached is the revised Program of Activities. All participants are advised to bring their laptop and extension cord for the workshop.
Enclosure No. 1
4. 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

WILLIAM RODERICK R. FALLORIN
Assistant Schools Division Superintendent

F2/



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100



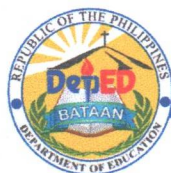
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Enclosure 1

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	



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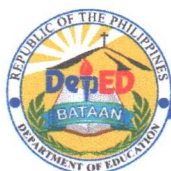


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PROGRAM OF ACTIVITIES

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	



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