



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

October 19, 2021

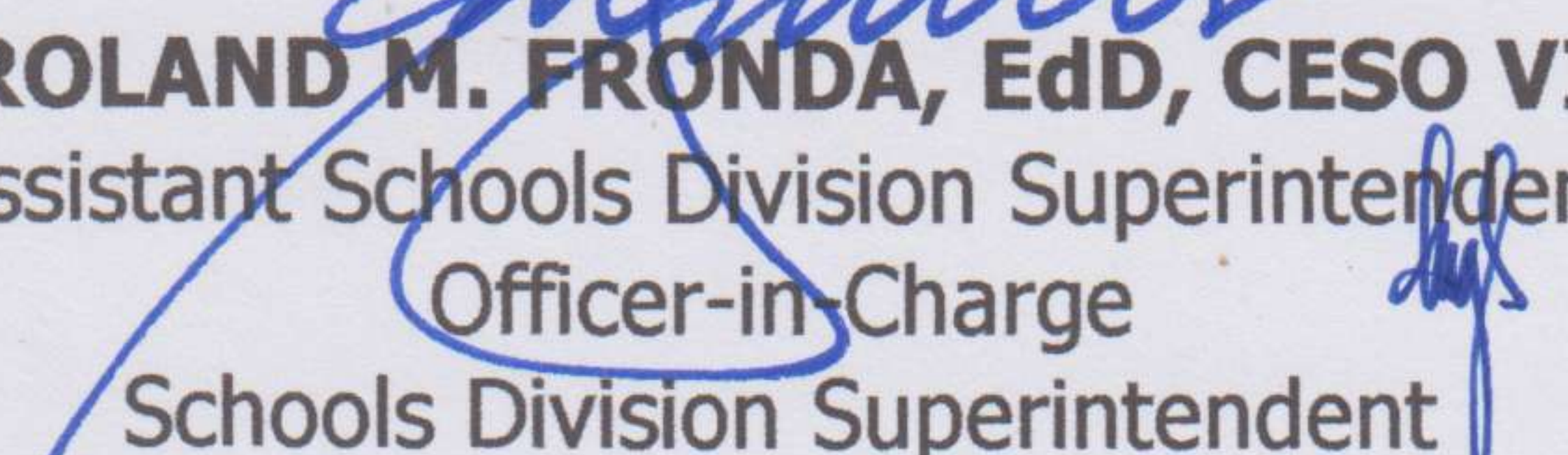
DIVISION MEMORANDUM

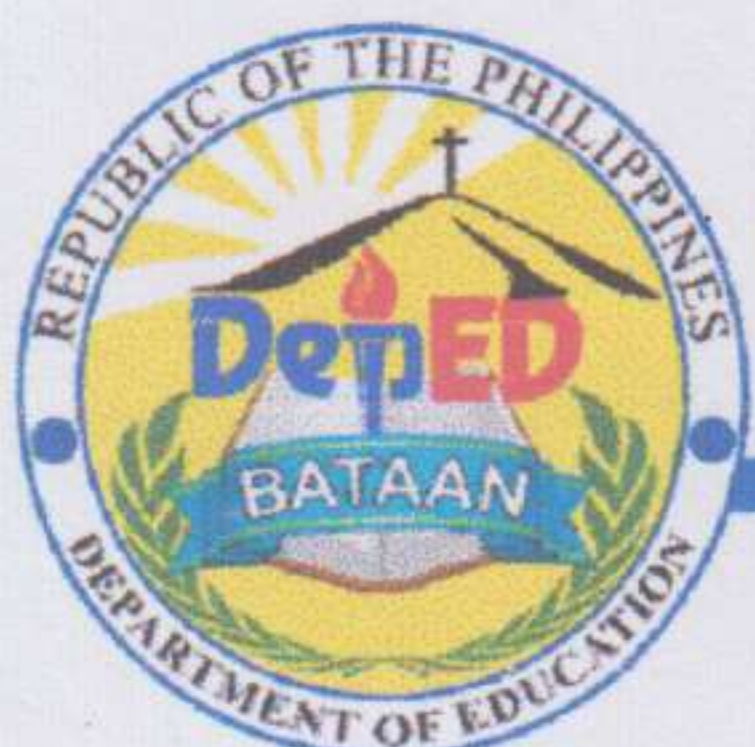
No. 506, s. 2021

SUBMISSION OF WORK AND FINANCIAL PLAN FY 2022

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Elementary School Heads
Secondary School Heads – Implementing Units
Secondary School Heads – Non-implementing Units
Finance Personnel
And all others concerned

1. This Office mandates the submission of **Work and Financial Plan FY 2022**. The preparation for the Monthly Disbursement Program for FY 2022 (Budget Execution No. 3) in adherence with the Department of Budget and Management Circular Letter No. 2016-6 dated October 27, 2016¹.
2. Strictly used the format provided for the reports. It can be downloaded thru this link <https://bit.ly/WFP2022>.
3. For all the Non-implementing Units, the submission of Work and Financial Plan FY 2022 is **on or before November 3, 2021, for the soft copy**. The hard copy of the report is to be submitted **on or before November 12, 2021**, for approval of the Head of the Agency. **Kindly coordinate with the assigned Finance Personnel in your District for further details.**
4. For the Implementing Units (Autonomous Schools) the preparation and submission of your Work and Financial Plan will be accomplished by your Finance Personnel for approval of the Schools Division Superintendent.
5. For strict compliance.
6. Immediate and wide dissemination of this Memorandum is enjoined.


ROLAND M. FRONZA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent



"We Mould Heroes"

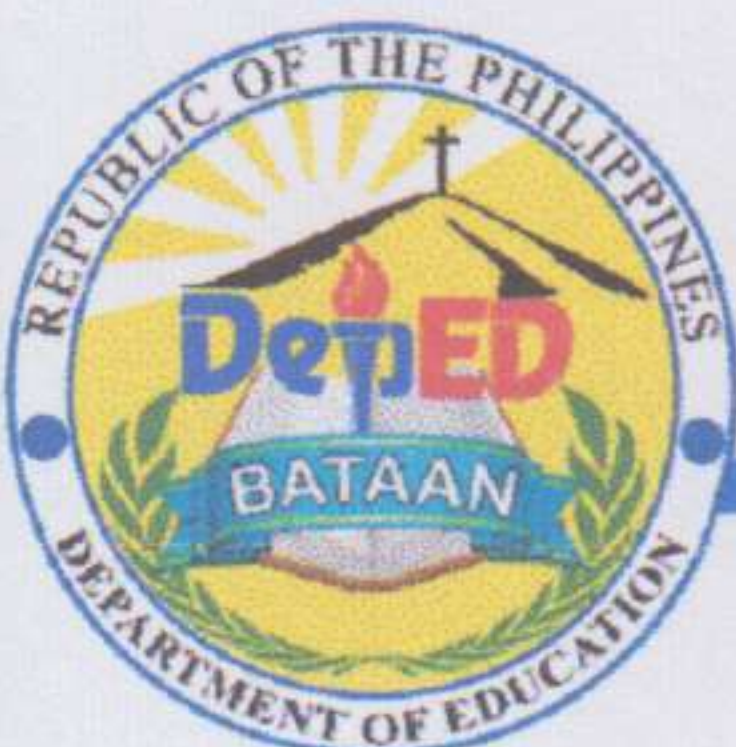




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¹ Submission of the Annual Budget Execution Plans



"We Mould Heroes"

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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100