



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

SEP 27 2024

DIVISION MEMORANDUM
No. 384, s. 2024

**ADDITIONAL PARTICIPANTS IN SEMINAR-WORKSHOP ON THE PREPARATION
OF WORK AND FINANCIAL PLAN FY 2025**

To: Assistant Schools Division Superintendent
School Heads
Assistant School Heads
Accountant III
Budget Officer
Accountant I
Administrative Officers II
Senior Bookkeepers (Autonomous and Non-autonomous)
Disbursing Officers (Autonomous and Non-autonomous)
Administrative Assistant II
Accounting Personnel
Budget Personnel
and All Others Concerned

1. This Office informs all concerned on the changes in Division Memorandum No. 377, s. 2024, which includes additional participants in the List of Participants for the Seminar-Workshop on the Preparation of the Work and Financial Plan for FY 2025.
2. The seminar is scheduled on:
 - a. October 08, 2024 – Batch 1
 - b. October 24, 2024 – Batch 3
3. All other provisions of the said Memorandum remain in effect.
4. Immediate dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

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

WORK AND FINANCIAL PLAN FY 2025

F2/Fs5



Kabukiran, Calaylayan, Abucay 2114 Bataan
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Project Title: Seminar-Workshop on the Preparation of Work and Financial Plan 2025
Budget Proposed: 327,990.00

Republic of the Philippines
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Seminar-Workshop on the Preparation of Work and Financial Plan 2025

Training Matrix

Time	Activity	Speaker
08:00 AM – 08:20 AM	Registration/Attendance	
08:21 AM – 08:30 AM	<ul style="list-style-type: none"> National Anthem Prayer Roll Call 	AVP Emcee
08:31 AM – 08:45 AM	Opening/Welcoming Remarks	Dr. Armando C. Capili, EdD Asst. Schools Division Superintendent
08:46 AM – 09:00 AM	Message	Dr. Carolina S. Violeta, EdD, CESO V Schools Division Superintendent
09:01 AM – 09:30 AM	Discussion of Uses of MOOE, WFP Items, Legal Bases	Rhodora C. Ganzon Administrative Officer V - Budget
09:31 AM – 09:45 AM	Discussion on Work and Financial Plan	Perlie Ann T. Samonte Planning Officer III
09:46 AM- 10:00 AM	Discussion on Gender and Development (GAD)	Raymond Joseph V. Mendoza SEPS-HRD/ GAD Focal Person
10:01 AM – 10:15 AM	Discussion on Disaster Risk, Reduction and Management (DRRM)	Gerald A. Lingad PDO II/DRRM Coordinator
10:16 AM – 11:00 AM	Discussion on Downloading of Funds; Reminders on the preparation of WFP	Myra V. Dilig Accountant III
11:01 AM – 12:00 PM	Workshop	
12:01 PM – 01:00 PM	Lunch break	
01:01 PM – 01:15 PM	Energizer	
01:16 PM – 03:00 PM	Workshop	
03:01 PM – 04:30 PM	Printing and presentation of WFP output	
04:31 PM – 05:00 PM	Closing message and agreements	Rhodora C. Ganzon Administrative Officer V - Budget
Master of Ceremony: Mylene R. Alcantara		



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PREPARATION AND SUBMISSION OF WORK AND FINANCIAL PLAN FY 2025

BATCH 1 (OCTOBER 08, 2024)

DIVISION OFFICE			
	Office	Name	Position
DIVISION OFFICE/ SCHOOL ANNEX			
1	CID	EDWIN C. BERMILLO	EPS - SCIENCE
2		RUEL D. LINGAD	PUBLIC SCHOOLS DISTRICT SUPERVISOR
3		EDGAR E. GARCIA	EPS - LRMDS/ SHS/ EPP-TLE
4	SGOD	PERLIE ANN T. SAMONTE	PLANNING OFFICER III
5		FRANCEZ PAULENE C. TABIJE	EPS II
6	RECORDS	LORENA L. INLONG	ADMINISTRATIVE OFFICER IV
7	DRRM	GERALD A. LINGAD	PDO II
8	ENGINEERING	MERCK BRYAN A. GRAGASIN	ENGINEER III
9	SUPPLY	ETHEL JOYCE T. BARTOLOME	ADMINISTRATIVE OFFICER IV
10	CASH	ROSALIE JOY G. TRINIDAD	ADMINISTRATIVE OFFICER IV
11	PERSONNEL	PILAR C. IGNACIO	ADMINISTRATIVE OFFICER V
12		MA. LIZA A. MANUEL	ADMINISTRATIVE OFFICER IV
13	ICT	RICHARD M. ALBORO	INFORMATION TECHNOLOGY OFFICER I
ORANI DISTRICT			
	School	Name	Position
DIVISION OFFICE/ SCHOOL ANNEX			
1	ORANI NHS - PARANG PARANG SHS	DONNA MAY S. BALTAZAR	HT III/OIC-ASP

BATCH 3 (OCTOBER 25, 2024)

MORONG DISTRICT			
	School	Name	Position
DIVISION OFFICE/ SCHOOL ANNEX			
1	NAGBALAYONG NHS- SHS	ROBELITA P. FILIPINO	OIC-ASSISTANT SCHOOL PRINCIPAL II