



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

September 22, 2023

DIVISIONAL MEMORANDUM

No. 286 , s. 2023

**SEMINAR-WORKSHOP ON THE PREPARATION AND SUBMISSION
OF BUDGET EXECUTION DOCUMENTS FY 2024 FOR NON-IU
SCHOOLS (SOB, PPMP, APP, MDP AND WFP FOR FY 2024)**

To: Assistant Schools Division Superintendent
Accountant III
Administrative Officer V (Budget)
Administrative Officer V (Administrative Services)
Schools Heads, Implementing and Non-Implementing Units
Finance Personnel
All Others Concerned
This Division

1. The Office through the Finance Services shall conduct a **Seminar-Workshop on the Preparation and Submission of Budget Execution Documents FY 2024 for Non-Implementing Unit Schools (SOB, PPMP, APP, MDP and WFP for FY 2024)** on September 27-28, 2023 at C Resort, Libertad, Misamis Oriental.
2. The seminar-workshop is designed to:
 - a. orient and update the school accountable officers about new guidelines and requirements in the preparation of FY 2024 Budget Execution Documents (BEDs);
 - b. standardize financial operations of schools;
 - c. equip the school accountable officers with knowledge and skills in prioritization and programming of funds.
 - d. provide technical assistance to School Heads as Financial Managers in the preparation of school financial and operational plans and come up with better understanding on the importance of budget plans before execution or implementation of programs, projects and activities.
 - e. finalize the Budget Execution Documents of the Schools' MOOE for FY 2024 and be able to consolidate with the other programs projects and activities in the Division Office based on the available data per NEP Level FY 2024.
3. The Seminar-Workshop shall be participated in by the Public Schools District Supervisors, School Heads of the 55 Non-Implementing Unit Schools, select Teachers and Administrative Officers II handling Finance functions, Administrative Assistants III (Finance), Administrative Assistants II (Finance), other Finance and DO Personnel who



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Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

shall serve as resource persons and facilitators. Please refer to Annex A for the complete list of participants, Annex B for the Matrix of Activities and Annex C for the Approved Travel Authority for Official Travel.

4. Participants shall bring laptop, printer, extension wire and 1 ream bond paper (A4) for the workshop.
5. As accountable officers, all school heads of non-IUs are required to attend the said seminar-workshop to ensure successful budget planning aligned with School PPAs.
6. Accommodation, meals, transportation, and other incidental expenses shall be charged to school MOOE/local funds subject to the usual accounting and auditing rules and regulations. First meal shall be dinner on Day 0 (September 26, 2023) and last meal shall be lunch on Day 2 (September 28, 2023).
7. Immediate dissemination of this memorandum is enjoined.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Schools Division Superintendent

pp: **DIONESIO L. LIWAGON, JR., CESE** 
OIC, Asst. Schools Division Superintendent

To be indicated in the Perpetual Index

Under the following subjects:

Schools	Rules and Regulations
Finance	Guidelines
Policy	

MPDA/DM/Seminar-Workshop on the Preparation and Submission of Budget Execution Documents FY 2024 for Non-IU Schools (SOB, PPMP, APP, MDP and WFP for FY 2024)
/ September 22, 2023



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ANNEX A

**SEMINAR-WORKSHOP ON THE PREPARATION AND SUBMISSION OF BUDGET
EXECUTION DOCUMENTES FY 2024 FOR NON-IU SCHOOLS
(SOB, PPMP, APP, MDP and WFP for FY 2024)
C Resort, Libertad, Misamis Oriental
September 27-28, 2023**

NO.	SCHOOL/OFFICE	NAME	POSITION
1	Division Office - CID	Anelyn G. Engracia	PSDS - D1
2	Division Office - CID	Jasmine I. Gaogao	PSDS - D2
3	Division Office - CID	Elsa B. Buenavidez	PSDS - D3
4	Division Office - CID	Milagros Z. Mendoza	PSDS - D4
5	Division Office - CID	Menerva D. Barola	PSDS - D5
6	Division Office - CID	Ian Francis E. Veloso	PSDS - D6
7	Division Office - CID	Giezel C. Gongob	PSDS - D7
8	Division Office - CID	Selina O. Macas	PSDS - D8
9	Division Office - CID	Joel T. Aclao	PSDS - D9
10	Division Office - CID	Fernando D. Sumondong	PSDS - D10
11	Division Office - Finance	Maricel D. Avila, Cpa	Accountant III
12	Division Office - Finance	Ivy J. Cabual	Budget Officer III
13	Division Office - Finance	Mary Grace P. Gomomit	AO-II
14	Division Office - Finance	Claudia Faith B. Navarez	ADAS III
15	Division Office - Finance	Charity O. Baguio	ADAS III
16	Division Office - Finance	Julie G. Pranciliso	ADAS III
17	Division Office - Finance	Gerfe M. Ada	ADAS III
18	Division Office - Finance	Daisy S. Mamawe	ADAS III
19	Division Office - Finance	Marry Jane R. Ochate	ADAS III
20	Division Office - Finance	Ralph Bernard S. Balandra	ADAS II
21	Division Office - Finance	Milfred S. Pabotoy	ADAS II
22	Division Office - Finance	John Rey B. Siso	ADAS I
23	Division Office - Finance	Abegail M. Yoldan	AO-II
24	Division Office - Finance	Adrian L. Sayson	AO-II
25	Division Office - Finance	Analyn P. Gerondio	AO-II
26	Division Office - Finance	April Joy G. Bolanio	AO-II
27	Division Office - Finance	Brenda O. Acierto	AO-II
28	Division Office - Finance	Glaiza D. Fiel	AO-II



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Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

29	Division Office - Finance	Jelyn B. Ostia	AO-II
30	Division Office - Finance	Jene S. Guangco	AO-II
31	Division Office - Finance	Joar G. Hermosisima	AO-II
32	Division Office - Finance	Maria Elena L. Guangco	AO-II
33	Division Office - Finance	April Rose Ylanan	AO-II
34	Division Office - Finance	Marissa E. Alamin	AO-II
35	Division Office - Finance	Richard M. Macasarte	AO-II
36	Division Office - Finance	Sharon Z. Galay	AO-II
37	Division Office - Finance	Carmel G. Guangco	ADAS-II
38	Division Office - Finance	Cherley S. Pelitones	ADAS-II
39	Division Office - Finance	Desiree O. Apaitan	ADAS-II
40	Division Office - Finance	Gerlene Rose C. Rodriguez	ADAS-II
41	Division Office - Finance	Heide M. Macas	ADAS-II
42	Division Office - Finance	Jaranill S. Gayatin	ADAS-II
43	Division Office - Finance	Kristine O. Oraño	ADAS-II
44	Division Office - Finance	Leony A. Dimaano	ADAS-II
45	Division Office - Finance	Lizcel C. Culminas	ADAS-II
46	Division Office - Finance	Mirose C. Macalisang	ADAS-II
47	Division Office - Finance	Roselyn M. Zapatos	ADAS-II
48	Division Office - Finance	Cherely E. Saguin	ADAS-III
49	Division Office - Finance	Claire Marie V. Dagaas	ADAS-III
50	Division Office - Finance	Dennis M. Canastra	ADAS-III
51	Division Office - Finance	Jonaly A. Aviso	ADAS-III
52	Division Office - Finance	Nellie P. Sebarios	ADAS-III
53	Division Office - Finance	Renante O. Labastida	ADAS-III
54	Division Office - Finance	Robeth Wilbur M. Fabriga	ADAS-III
55	Division Office - Finance	Roldan S. Mamawe	ADAS-III
56	Division Office - Finance	Roselyn B. Magadan	ADAS-III
57	Division Office - Finance	Shiela Marie Nini	ADAS-III
58	Division Office - Finance	Zenelyn J. Montefalcon	ADAS-III
59	Division Office - Finance	Jeffrey S. Libor	ADAS-III
60	Division Office - Finance	Louie J. Moreno	ADAS-III
61	Division Office - Finance	Rodnie M. Aquino	ADAS-III
62	Division Office - Finance	Faith L. Gulang	JO
63	Andrea Costonera ES	Clarinda Fe L. Simblante	ESP II



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SCHOOLS DIVISION OF OZAMIZ CITY

64	Felipe Carreon CS	Melanie G. Lagus	ESP II
65	Felipe Carreon CS	Dave D. Manili	Head Teacher III
66	Sancho V. Capa IS	Jovy O. Bonita	ESP II
67	Sancho V. Capa IS	Lloyd Ralph R. Cesnorio	Head Teacher I
68	Ozamiz City CS	Eugenio C. Bucog	ESP I
69	Ozamiz City CS	Bemafe N. Agapay	ESP I
70	Ozamiz City CS	Crisfer A. Adolfo	Head Teacher III
71	Sta. Cruz ES	Jeffrey B. Ares	Head Teacher III
72	Baybay CS/ Misamis Annex IS	Catherine C. Oracion	ESP I
73	Catadman ES	Juves C. Colarte	ESP I
74	San Antonio NHS	Lorena P. Rivera	Head Teacher V
75	Bacolod ES	Efren A. Oliveros	ESP I
76	Gango ES	Ramil G. Cabural	ESP II
77	Maningcol CS	Marjorie A. Sagario	ESP III
78	San Antonio ES	Ludivico B. Barrientos	ESP II
79	Doña Consuelo ES	Justina S. Baul	ESP I
80	Mintalar ES	Emelito C. Viernes	Head Teacher III
81	Embargo ES	Primencita G. Baguio	ESP I
82	Sangay IS	Mary Jane A. Pondar	ESP I
83	Domingo Barloa ES	Miraluna M. Gaabucayan	ESP I
84	Domingo Barloa ES	Ana Margiet B. Barrientos	Teacher III/ BAC-Chairman
85	Domingo Barloa ES	Christopher A. Morales	Teacher III/ School Property Custodian
86	Gotocan ES	Jane A. Credo	Head Teacher III
87	Labo CS	Marites B. Barrientos	ESP II
88	Labo CS	Helen O. Callo	Head Teacher III
89	Roman E. Mabanag Sr. ES	Lady Shammah E. Bello	Head Teacher III
90	Jose Lim Ho NHS	Jean B. Alindo	SSP I
91	Hilarion A. Ramiro ES	Angel Grace E. Bandiala	ESP I
92	Maximino S. Laurete Sr. ES	Marie Claire B. Fuentes	ESP I
93	Antero D. Hinagdanan ES	Joseph L. Galia	ESP I
94	Dalapang ES	Adonis D. Garnada	Head Teacher III
95	Faustino C. Decena ES	Lydia G. Salvador	ESP I
96	Capucaos IS	Ammie A. Ogao-ogao	ESP I
97	Capucaos C ES	Leo C. Acebedo	Head Teacher III



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Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

98	Tipan ES	Marlon A. Gordove	ESP I
99	Montol NHS	Charyljoy C. Navarez	SSP I
100	Antero U. ROA CS	Cheryl V. Duma-og	ESP I
101	Pershing Tan Queto ES	Jupey Q. Rupinta	Teacher In-charge
102	Guingona ES	Gem P. Acapulco	Teacher In-charge
103	Juan A. Acapulco ES	Sesame C. Rubio	ESP I
104	Guimad ES	Cheryl E. Ledesma	Head Teacher III
105	Gala ES	Melchie A. Paderanga	Head Teacher II
106	Gala NHS	Darlene Shiela J. Pescador	Head Teacher III
107	Cogon IS	Dioselyn P. Patiluna	ESP I
108	Cogon IS	Johnaline D. Pines	Head Teacher I
109	Marcelino C. Regis IS	Rolito M. Sialana	ESP I
110	Marcelino C. Regis IS	Marvin S. Tusoy	Head Teacher I
111	Pulot ES	Ma. Patricia M. Maputi	ESP I
112	Balintawak ES	Jocelyn G. Rusiana	School Head
113	Cruz Lanzado Saligan IS	Lalaine Y. Ponce	School Head
114	Cruz Lanzado Saligan IS	Jason L. Papa	School Head
115	Pulot NHS	Junriel B. Sinarillos	SSP I
116	Dimaluna ES	Maida S. Garnada	ESP I
117	Bongbong ES	Joselito D. Caseros	ESP I
118	Malaubang IS	Buenasir J. Abapo	ESP II
119	Tabid NHS	Ester F. Viernes	SSP I
120	Diego Tuastumban ES	Lida L. Baco	ESP I
121	Labinay NHS	Thelma A. Moreno	SSP I
122	Gregorio A. Saquin ES	Henry Q. Abarco	ESP I
123	Jacinto Nemenon IS	Joseph M. Amisola	ESP I
124	Narciso B. Ledesma CS	Shyne Ancelin M. Lugagay	Master Teacher II
125	Labinay ES	Lorena L. Saquin	Head Teacher III
126	Sinusa IS	Jujie A. Buenbrazo	ESP I



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ANNEX B

Seminar-Workshop on the Preparation and Submission of Budget Execution Documents FY 2024 for Non-IU Schools (SOB, PPMP, APP, MDP and WFP for FY 2024)

C Resort, Libertad, Misamis Oriental
September 26-28, 2023

MATRIX OF ACTIVITIES		
TIME	ACTIVITY	PERSON-IN-CHARGE
DAY 0 (September 26, 2023)		
05:00PM - 06:00PM	Arrival and Registration	Gerfe M. Ada; Mary Grace P. Gomomit; Faith L. Gulang
06:00PM - 08:00PM	Dinner	
Day 1 (September 27, 2023)		
06:30AM - 08:00AM	Breakfast	
08:00AM - 08:30AM	Opening Program	Lizcel C. Culminas
	Invocation	Multimedia Presentation
	National Anthem	Multimedia Presentation
	Welcome Address	Maricel D. Avila, CPA
	Message	ASDS Dionesio L. Liwagon, Jr., CESE
	Statement of Purpose/ Overview	Ivy J. Cabual
08:30AM - 09:15AM	Overview of Budget Execution Documents	Ivy J. Cabual
09:15AM - 10:15AM	Discussion on Monthly Disbursement Program	Maricel D. Avila, CPA
10:15AM - 12:00NN	Workshop Proper	
12:00NN - 01:00PM	Lunch	
01:00PM - 01:15PM	Unfreezing	
01:15PM - 05:00PM	Continuation (Workshop proper)	



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06:00PM - 07:00PM	Dinner	
07:00PM - 09:00PM	Socials	Field ADAS III and Field - ADAS II
	Showcase of Talents by District (SHs and PSDS) and DO Finance Personnel	
DAY 2 (September 28, 2023)		
06:30AM - 08:00AM	Breakfast	
08:00AM - 08:30AM	Management of Learning	AO-II
08:30AM - 11:00AM	Submission and Review of Budget Execution Documents	Division ADAS III counterpart
	Inventory and Consolidation of Final Budget Execution Documents	Charity O. Baguio, CPA
11:00AM - 12:00AM	Closing Program	
12:00NN - 01:00PM	Lunch	
	Home sweet home	

Personnel In-charge:

- a. Program: Claudia Faith B. Navarez;
Charity O. Baguio
- b. Certificates: Julie G. Pranciliso
- c. Food and Attendance: Gerfe M. Ada
Mary Grace P. Gomomit
Faith L. Gulang
- d. ICT, Lights and Sound,
Physical Arrangement: Johnrey B. Siso
Ralph Bernard S. Balandra
Milfred S. Pabotoy
- e. Accommodation: Marry Jane R. Ochate
Daisy S. Mamawe

