



Republic of the Philippines  
**Department of Education**  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

August 21, 2024

**OFFICE MEMORANDUM**

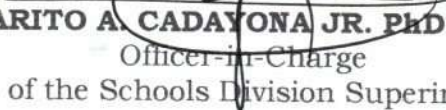
PRS-2024- 041

**WORK FINANCIAL PLANS (WFPs) CRAFTING, BUDGET FORUM, AND  
TARGET SETTING FOR CALENDAR YEAR 2025**

To : Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Unit/Section Heads  
All Others Concerned

1. In adherence to DepEd Order No. 11, s. 2021, titled "Guidelines on the Operationalization of the Program Management Information System," this Office, through the Planning and Research Section and the Accounting and Budget Units, announces the conduct of the Schools Division Office's Work Financial Plans (WFPs) Crafting, Budget Forum, and Target Setting for Calendar Year 2025, scheduled for September 18-19, 2024, with the venue to be announced in a separate issuance.
2. The objectives of this activity are as follows:
  - a. to craft the 2025 WFPs for the Division Office's Functional Divisions;
  - b. to ensure alignment of the WFPs with the MATATAG Basic Education Agenda, the 2023-2028 Division Education Development Plan (DEDP), and the Office Functions Compendium Version 3 (dated March 12, 2024);
  - c. to list the activities along with their corresponding outputs, output indicators, schedule, and budgetary requirements;
  - d. to reiterate the guidelines on fund allocation for venues, meals and snacks, and room accommodations for official activities; and
  - e. to ensure the efficient and systematic preparation and management of plans, procurement, implementation of PPAs, and budget utilization.
3. As such, the list of expected participants for this activity is provided in Enclosure No. 1.
4. All participants are requested to bring their laptops. Additionally, all PMIS focal persons should bring either electronic or printed copies of their previous WFPs to use as inputs during the workshop. Please refer to the attached Activity Matrix in Enclosure No. 2 for detailed information.
5. Expenses for food (lunch and snacks) shall be charged against the local funds, subject to the existing accounting and auditing rules and regulations.

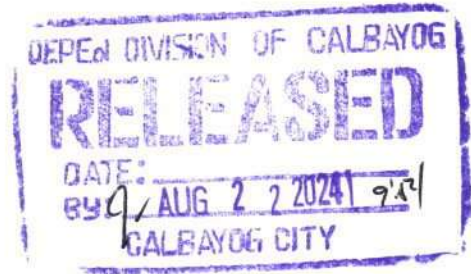
6. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated  
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:  
BUDGET                      PLAN                      PPA

SGOD-PRS-GVP



**Enclosure No. 1 of Office Memorandum PRS-2024- \_\_\_\_\_**

Work Financial Plans (WFPs) Crafting, Budget Forum, and  
Target Setting for CY 2025  
September 18-19, 2024 | SDO Conference Hall

**LIST OF PARTICIPANTS**

<b>NAME</b>	<b>POSITION / DESIGNATION</b>
<b>Office of the Schools Division Superintendent (OSDS)</b>	
1. Dr. Margarito A. Cadayona Jr., CESO VI	OIC-Schools Division Superintendent
2. Dr. Jun-Nilou D. Dulfo	OIC-Asst. Schools Division Superintendent
3. Grace S. Pagunsan	Administrative Officer V
4. Sheryll Ann Marie G. Lacaba, CPA	Accountant III
5. Sunshine Marjorie E. Ventures	Budget Officer III
6. Gary H. Ballon	ITO I
7. Jennifer C. Alvarez	AO II/HR Officer Designate
8. Atty. Maria Catherine G. Salurio	Legal Officer
9. Suzette Candaza	Cashier
10. Gennerson T. Nabual	Supply Office In-Charge
11. Jomarton B. Ladag	PDO I/PMIS Focal Person
12. Maria Angela B. Antonio	AO IV-Records
13. Drixel Idol R. Ortega	ADAS III/ICT Staff
<b>Curriculum Implementation Division (CID)</b>	
14. Dr. Renato S. Cagomoc	Chief Education Supervisor, CID
15. Arnold M. Jaraba	EPS I-EPP/TLE
16. Mercedita S. Garcia	EPS I-MAPEH
17. Ricky S. Cano	EPS I-ALS
18. Joshua Sherwin T. Lim	EPS I-Mathematics
19. Dr. Lourdes L. Matan	EPS I-Filipino
20. Dr. Joy B. Saldaña	EPS I-Science
21. Noel E. Sagayap	EPS I-LRMDS
22. Dr. Nelson R. Bello	EPS I-EsP/Values/Guidance
23. Dr. Erwin L. Purcia	EPS I-English
24. Dr. Geraldine P. Sumbise	ADM/NLC Focal Person
25. Rina M. Aboganda	EPS II-ALS/PMIS Focal Person
26. Beverly C. Longcop	Librarian
27. Nora Capetillo	PSDS, Calbayog 1
28. Alma R. Caber	PSDS, Calbayog 2
29. Anabelle O. Yangzon	PSDS, Calbayog 3
30. Jose O. Abon	PSDS, Calbayog 4
31. Reynaldo T. Bernales	PSDS, Calbayog 5
32. Teresa D. Villa	PSDS, Calbayog 6
33. Noemi S. Castante	DIC, Oquendo 1
34. Benedicto M. Merales	PSDS, Oquendo 2
35. Ma. Gina U. Moreno	DIC, Oquendo 3
36. Ma. Teresa S. Simon	PSDS, Tinambacan 1
37. Elbert G. Ongcal	PSDS, Tinambacan 2
38. Ester A. Siozon	PSDS, Tinambacan 3

<b>School Governance and Operations Division</b>	
39. Dr. Avelina P. Tupa	OIC-Chief Education Supervisor, SGOD
40. Dr. Arlene C. Catalan	Medical Officer III
41. Carren Meryl A. Cabadsan	SEPS-SMN
42. Oscar D. Billate, Jr.	SEPS-SMM&E
43. Marita P. Senolos	SEPS-HRD
44. Jordan B. De Veyra	Engineer III
45. Galina V. Panela	SEPS-P&R/ TWG Member
46. Ma. Marlie M. Mendoza	Planning Officer III/ TWG Member
47. Eric R. Doroja	PDO II/DRRM Coordinator
48. Asther E. Bachar	EPS II-SMM&E/PMIS Focal Person
49. Marian C. Advincula	PDO I-LFC
50. Joanna Lou V. Portura	PDO I-LFC
51. Joemar D. Abaigar	PRS Staff / TWG Member
52. Melvin S. Termo	ICT Staff / TWG Member

**Enclosure No. 2** of Office Memorandum PRS-2024- \_\_\_\_\_

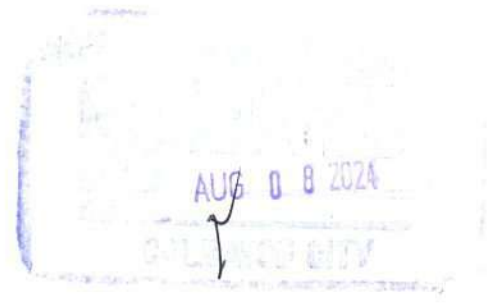
Work Financial Plans (WFPs) Crafting, Budget Forum, and  
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**ACTIVITY MATRIX**

<b>Day 1 – September 18, 2024</b>		
<b>Time</b>	<b>Activities</b>	<b>Responsible Person</b>
9:00 a.m.	Opening Program - Preliminaries - Acknowledgement of Participants and Statement of Purpose - Opening Message	Dr. Avelina P. Tupa  Dr. Margarito A. Cadayona Jr.
9:45 a.m.	2025 MOOE Allocation per Functional Division	Sunshine Marjorie E. Ventures
10:20 a.m.	Guidelines on Fund Allocation for Venues, Meals and Snacks, and Room Accommodations for Official Activities	Sheryll Ann Marie G. Lacaba
10:50 a.m.	Presentation of 2025 KPI Targets based on DEDP and Office Functions Compendium Version 3 (dated March 12, 2024)	Ma. Marlie M. Mendoza
11:10 a.m.	Review on the Steps of WFP Crafting	Dr. Jun-Nilou D. Dulfo Galina Panela and PMIS Focal Persons
12:00 p.m.	Lunch	
1:00 p.m. – 5:00 p.m	Breakout Workshop/WFP Crafting (per Functional Division)	OSDS – SDS/OSDS SGOD and CID Chiefs
<b>Day 2 – September 19, 2024</b>		
9:00 a.m.	Preliminaries and Recapitulation	
9:30 a.m.	Presentation of 2025 WFPs (per Functional Division)	OSDS – SDS/OSDS SGOD and CID Chiefs
12:00 p.m.	Lunch	
2:30 p.m.	Procurement Planning and Harmonization of 2025 Calendar of Activities	OSDS – SDS/OSDS SGOD and CID Chiefs
4:00 p.m.	Closing Program - Ways Forward - Closing Message	Dr. Jun-Nilou D. Dulfo Dr. Margarito A. Cadayona Jr.

August 8, 2024

**MARGARITO A. CADAYONA JR. CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  
DepEd Schools Division of Calbayog City



Thru: **JENNIFER C. ALVAREZ**  
Administrative Officer II  
OIC-Human Resource Management Officer

Sir:

I am writing to express my sincere application for the Administrative Support II position under Contract of Service of Disaster Preparedness and Response Program (DPRP) of the Department of Education, Schools Division Office of Calbayog City, With over a decade of experience as a job order or casual employee across both the District Office and Division Office, I am confident in my ability to contribute effectively to this position.

Since 2014, I have supported various office within the Division, handling a range of responsibilities including daily office tasks and assignments from my superiors to ensure quality service delivery to our clientele. This experience has equipped me with a comprehensive understanding of office operations and the capacity to manage multiple tasks efficiently.

I take pride in my adaptability to different work environments and requirements, demonstrating both flexibility and a strong work ethic. My commitment to DepEd Calbayog City and dedication to delivering quality service have consistently motivated my performance.

I am eager to perform all the task within this position and am keen on another opportunity to serve another Office. With my experience, skills and dedication, I am confident in my suitability under any circumstances underlying this applied position.

For any questions of clarifications, please feel free to contact me at 0997-771-4690- or via email at [joemar.abaigar@deped.gov.ph](mailto:joemar.abaigar@deped.gov.ph). Thank you for considering my application. I look forward to discussing how my background, skills, and enthusiasm can contribute to your team.

Sincerely,

  
**Joemar D. ABAIGAR**  
Applicant