



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 26 2022

MEMORANDUM

No. 215, s, 2022.

**SDO 2023 BUDGET FORMULATION WORKSHOP: CRAFTING OF PROJECT
PROFILES, PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP),
ANNUAL PROCUREMENT PLAN (APP), AND APP-COMMON USED SUPPLIES
AND EQUIPMENT (APP-CSE)**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Others Concerned

1. As mandated by Republic Act 9184, all procurement processes must adhere to the principles of transparency, efficiency, and accountability. Thus, those considered crucial to the efficient discharge of the SDO's functions must be included in the PPMP, APP, and APP-CSE. This office announces the conduct of the above-captioned activity on September 26-28, 2022.
2. Please refer to the following attachments, for more information and details.
Attachment 1 – List of Participants
Attachment 2 – Training Matrix
3. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESOSA
Schools Division Superintendent

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

TRAININGS

PROGRAMS

WORKSHOPS

JIL/SDO 2023 BUDGET FORMULATION WORKSHOP:

215/ SEPTEMBER 23, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

(02) 805-9935, (02) 805 - 9940

sdomuntinlupa@gmail.com



923067

ATTENDEES

NAME	POSITION	SECTION
Carleen S. Sedilla	Schools Division Superintendent	Office of the Schools Division Superintendent
Nerissa Roxas-Lomeda	OIC-ASDS/Chief SGOD	OIC-Assistant Schools Division Superintendent/Chief, School Governance and Operations Division
Madeline L. Diaz	Chief Education Supervisor	Curriculum Implementation Division
Noemi A. Valdez	Administrative Officer V	Administrative Officer V
Erness Faith J. Regacho	Attorney III	Legal
Susan A. Labuntog	Accountant III	Accounting
Jenny K. Rodrigo	Administrative Assistant III	Accounting
Lourdes Norally D. Lumaad	Administrative Assistant III	Accounting
Lourdes V. Rodilla	Records Officer	Records
Joiche I. Luna	Supply Officer	Property & Supply
Mark Anthony E. Andor	Administrative Assistant III	Property & Supply
Virma U. Amistoso	Budget Officer	Budget
George B. Romano	Cashier	Cash
Vilma A. Marquez	Administrative Assistant III	Cash
May A. Borjal	IT Officer	ICT
Angela M. Francisco	HR Officer	Personnel
Shiela Rose H. Bachoco	Administrative Assistant III	Personnel
Ma. Regaele A. Olarte	Education Program Supervisor	School Governance and Operations Division
Rochelle A. Jimenez	Senior Education Prpgram Specialist	Social Mobilization and Networking Section
Ivy M. Romano	Senior Education Prpgram Specialist	Human Resource Development Section
Zoren Pepito L. Gubalane	Senior Education Prpgram Specialist	School Management Monitoring & Evaluation Section
Chelo De Guzman Rongavilla	Education Program Specialist II	Monitoring & Evaluation Section
Phoebe R. Arroyo	Senior Education Prpgram Specialist	Planning & Research Section
Joseph D. Nilo	Planning Officer III	Planning & Research Section
Andres F. Sicam	Education Program Specialist II	Human Resource Development Section
Cecilia Teresa C. Claudel	Education Program Specialist II	Social Mobilization and Networking Section

NAME	POSITION	SECTION
Maricel R. Subida	DENTIST II	School Health & Nutrition Section
May Ann Limjuico-Ayudtud	DENTIST II	School Health & Nutrition Section
Ma. Teresa S. Indap	NURSE II	School Health & Nutrition Section
Maripaz M. Lavin	NURSE II	School Health & Nutrition Section
Renante L. Tejada	ENGR. III	Education Facilites Section
Eduardo L. Kondo	Project Development Officer II	Social Mobilization and Networking Section
King Solidini J. Torres	Project Development Officer I	Social Mobilization and Networking Section
Sue - Ann R. Yago	Project Development Officer I	Social Mobilization and Networking Section
Marissa Andanza	Education Program Supervisor	Instructional Resource Section
Valentina Ballesteros	Education Program Supervisor	Instructional Resource Section
Emelita Bautista	Education Program Supervisor	Instructional Resource Section
John Albert Colle	Education Program Supervisor	Instructional Resource Section
Edison Enerlas	Education Program Supervisor	Instructional Resource Section
Mariel Eugene Luna	Education Program Supervisor	Instructional Resource Section
Armida Oblinada	Education Program Supervisor	Instructional Resource Section
Liliosa Palce	Education Program Supervisor	Instructional Resource Section
Ma. Carmen Solayao	Education Program Supervisor	Instructional Resource Section
Gina Urquia	Education Program Supervisor	Instructional Resource Section
Alyssa V. Aventurado	Public Schools District Supervisor	District Instructional Supervision
Clarisa C. Avila	Public Schools District Supervisor	District Instructional Supervision
Ma. Theresa C. Dela Rosa	Public Schools District Supervisor	District Instructional Supervision
Jay Boy E. Evano	Public Schools District Supervisor	District Instructional Supervision
Mark Joseph C. Fernandez	Public Schools District Supervisor	District Instructional Supervision
Yaledegler C. Maligaya	Public Schools District Supervisor	District Instructional Supervision
Ada Trinidad A. Tagle	Public Schools District Supervisor	District Instructional Supervision



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

TRAINING MATRIX

Time	Day 1 (SDO)	Day 2 (Blulane)	Day 3 (Blulane)
7:00-8:00 AM	Registration	Breakfast & Hotel Registration	Breakfast & MOL
8:01-8:30 AM	Opening Program	Workshop: Budget Discussion of CID	Workshop: Crafting of the PPMP, APP, APP-CSE (AO V, BO, SO)
8:31-9:30 AM	Strategic Directions (SDS)		
9:31-10:30 AM	Reminders on the Development of Proposals (OIC-ASDS)		
10:31-10:45 AM	AM Snack		
10:46-12:00 NN	Writeshop		Critiquing & Finalization
12:01-12:45 PM	Lunch	Lunch	Lunch
12:46-1:00 PM	Health Break	Health Break	Home Bound
1:01-2:30 PM	Writeshop	Workshop: Budget Discussion of SGOD	
2:31-2:45 PM	PM Snack		
2:46-4:30 PM	Critiquing & Short Listing by Functional Division		
4:31-5:30 PM	Finalization of the List	Workshop: Budget Discussion of OSDS	
5:31-7:00 PM			
7:01-7:45 PM		Dinner	
7:46-9:00 PM		Socialization	



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan, Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdomuntinlupa@gmail.com

