



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

Office of the Schools Division  
Superintendent

OCT 26 2022


**MEMORANDUM**

No. 241, s, 2022.

**SDO 2023 BUDGET FINALIZATION 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 October 27-28, 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 V**  
Schools Division Superintendent

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

TRAININGS	PROGRAMS	WORKSHOPS
JIL/SDO 2023 BUDGET FINALIZATION WORKSHOP:		
241 / OCTOBER 25, 2022		



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## ATTENDEES

NAME	POSITION	SECTION
<b>Carleen S. Sedilla</b>	Schools Division Superintendent	Office of the Schools Division Superintendent
<b>Nerissa Roxas-Lomeda</b>	OIC-ASDS/Chief SGOD	OIC-Assistant Schools Division Superintendent/Chief, School Governance and Operations Division
<b>Madeline Ann L. Diaz</b>	Chief Education Supervisor	Curriculum Implementation Division
<b>Noemi A. Valdez</b>	Administrative Officer V	Administrative Office
<b>Susan A. Labuntog</b>	Accountant III	Accounting
<b>Michael Evan Aguelo</b>	Administrative Assistant III	Accountings
<b>Lourdes V. Rodilla</b>	Records Officer	Records
<b>Joiche I. Luna</b>	Supply Officer	Property & Supply
<b>Mark Anthony E. Andor</b>	Administrative Assistant III	Property & Supply
<b>Virma U. Amistoso</b>	Budget Officer	Budget
<b>George B. Romano</b>	Cashier	Cash
<b>May A. Borjal</b>	IT Officer	ICT
<b>Angela M. Francisco</b>	HR Officer	Personnel
<b>Ivy M. Romano</b>	Senior Education Program Specialist	Human Resource Development Section
<b>Phoebe R. Arroyo</b>	Senior Education Program Specialist	Planning & Research Section
<b>Joseph D. Nilo</b>	Planning Officer III	Planning & Research Section
<b>Mark Joseph C. Fernandez</b>	Public Schools District Supervisor	District Instructional Supervision

## TRAINING MATRIX

Time	Day 1	Day 2
<b>8:01-8:30 AM</b>	Registration	Registration
<b>8:31-9:30 AM</b>	Presentation of Available Funds	2023 Indicative PPMP Presentation
<b>9:31-10:30 AM</b>	2022 Quarter 4 PPMP Presentation	Finalization of the 2023 Mandatory Expenses
<b>10:31-10:45 AM</b>	AM Snack	AM Snack
<b>10:46-12:00 NN</b>	Finalization of the 2022 Quarter 4 Mandatory Expenses	Finalization of 2023 Consolidated Trainings
<b>12:01- 12:45 PM</b>	Lunch	Lunch
<b>12:46-1:00 PM</b>	Health Break	Health Break
<b>1:01-2:30 PM</b>	Finalization of Quarter 4 Consolidated Training	Finalization of the 2023 Budget (Crafting of the PPMP, APP and APP-CSE)
<b>2:31-5:00 PM</b>	Finalization of the Quarter 4 Budget	