



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 22 2023

MEMORANDUM
No. 223, s. 2023.

**2024 SDO BUDGET FORMULATION WORKSHOP:
CRAFTING OF PROJECT PROFILES, PPMP, APP, AND 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 27-28, 2023, at Villa Excellance Beach and Wave Pool Resort, and on September 29, 2023, at the 4th floor of SDO Muntinlupa.
2. All offices are recommended to prepare their project proposals before the workshop and coordinate with their division chief.
3. All are encouraged to bring Hawaiian attire or florals for the social night.
4. Participants are hereby instructed to bring their laptops and extension cords.
5. Please refer to the following attachments, for more information and details.
Attachment 1 – Training Matrix
Attachment 2 – List of Participants
Attachment 3 – Project Management Team
6. Immediate and wide of this Memorandum is desired.

EVANGELINE P. LADINES CESO V
Schools Division Superintendent

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

WORKSHOPS

JIL/SDO 2023 BUDGET FINALIZATION WORKSHOP:
223 SEPT 22, 2023

STRATEGIC PLANNING

MATRIX OF ACTIVITIES

Day 1 VILLA EXCELLANCE RESORT		
Time	Particulars	Person-In-Charge
7:30-8:00 a.m.	Registration	Program Management Team
8:00-8:30 a.m.	Opening Program • National Anthem • Opening Prayer • Attendance Check • Statement of Purpose	
8:30-11:00 a.m.	Strategic Direction • MATATAG Agenda • Division Work Backlogs • SMART School with a Heart • QMS • Project DARE (PSL, GP, SpEd, etc.) • PRIME NCR QUADRPO • Power of SEF	Dr. Evangeline P. Ladines SDS
11:00-11:30 a.m.	SDO Dash Board	Mr. Joseph D. Nilo Planning Officer III
11:30-12:00 a.m.	Program Implementation Review (PIR) Data	Dr. Zoren Pepito L. Gubalane Senior Education Program Specialist
12:00-1:00 p.m.	Lunch	
1:00-1:30 p.m.	PPAs Priority (Mandatory)	Ms. Ivy M. Romano Senior Education Program Specialist
1:30-2:00 p.m.	Utilization, Financial Report, Catch up Plan HR-PS Process Flow and Other Related Matters	Ms. Angela M. Francisco Administrative Officer IV Ms. Virma Amistoso Budget Officer
2:00-2:30 p.m.	NEP Allocation / Mandatory Expenses	Ms. Virma Amistoso
2:30-3:00 p.m.	Financial Performance	Mr. Michael Evan Aguelo OIC-Accountant
3:00-3:30 p.m.	Costing Standards / Allowable Expenses / Training Guidelines	Ms. Ivy M. Romano & Ms. Virma Amistoso
3:30-4:00 p.m.	HGDG Attribution	Ms. Mariel Eugene L. Luna Ms. Rochelle A. Jimenez GAD Focal Persons
4:00-5:00 p.m.	SWOT Analysis and Proposal Template Presentation	Dr. Nerissa Roxas-Lomeda OIC-ASDS / SGOD Chief
5:00-6:00 p.m.	Breakaway Session: Workshop on Development of Proposal	Ms. Madeline Ann L. Diaz CID Chief Ms. Noemi A. Valdez Administrative Officer V

		Dr. Nerissa-Roxas-Lomeda
6:00-7:00 p.m.	Dinner	
7:00 p.m. onwards	Socialization Night <i>(Reminder: All are encouraged to wear Hawaiian/ floral attire)</i>	Mr. Mark Joseph Fernandez Ms. Ada Trinidad Tagle Ms. Evangeline Aman PSDSs
Day 2 VILLA EXCELLANCE RESORT		
8:00-8:30 a.m.	Management of Learning (MOL)	Program Management Team
8:30-11:00	Breakaway Session: Workshop on Development of Proposal Presentation and Critiquing Per Division	Chiefs and AO V
11:00-12:00	SGOD/CID/OSDS Initial Shortlisting of PPAs	Chiefs and AO V
12:00-1:00 p.m.	Lunch	
1:00-3:00 p.m.	Plenary Session: Critiquing and Shortlisting of PPAs	Dr. Evangeline P. Ladines Dr. Nerissa-Roxas Lomeda Ms. Noemi A. Valdez Ms. Madeline Ann L. Diaz
3:00-4:00 p.m.	Pre-finalization of the 2024 Consolidated PPAs and Mandatory Expenses	Ms. Joiche I. Luna Division Supply Officer
4:00-5:00 p.m.	Agreement and Synthesis	Ms. Joiche I. Luna
Day 3 SDO MUNTINLUPA		
8:00-8:30 a.m.	Management of Learning (MOL)	PMT
8:30-10:30 a.m.	Program Management Information System (PMIS) for Program Owners	Ms. Phoebe R. Arroyo Senior Education Program Specialist
10:30-12:00 p.m.	Finalization of Mandatory Expenses and Consolidated PPAs	Ms. Joiche I. Luna Chiefs and AO V
12:00-1:00 p.m.	Lunch	
1:00-2:00 p.m.	Finalization of PPMP, APP, and APP&CSE	Ms. Joiche I. Luna Chiefs and AO V
2:00-4:30 p.m.	Finalization and Encoding to the PMIS	Mr. Joseph F. Nilo PO III Mr. Mark Joseph Fernandez PSDS Mr. Mark Anthony Andor Admin Asst. III
4:30 – 5:00 p.m.	Agreement, Synthesis, and Closing Program	Program Management Team

ATTENDEES

NAME	POSITION	SECTION
Evangeline P. Ladines CESO V	Schools Division Superintendent	Office of the Schools Division Superintendent
Nerissa Roxas-Lomeda CESE	OIC-ASDS/Chief SGOD	OIC- Assistant Schools Division Superintendent/Chief, School Governance and Operations Division
Madeline Ann L. Diaz	Chief Education Supervisor	Curriculum Implementation Division
Noemi A. Valdez	Administrative Officer V	Administrative Unit
Erness Faith J. Regacho	Attorney III	Legal
Michael Evan Angelo	OIC- Accounting Unit	Accounting
Lourdes V. Rodilla	Records Officer	Records
Maria Cristina F. Malacad	Cashier	Cash Unit
Joiche I. Luna	Supply Officer	Property & Supply
Mark Anthony E. Andor	Administrative Assistant III	Property & Supply
Virma U. Amistoso	Budget Officer	Budget
May A. Borjal	IT Officer	ICT
Angela M. Francisco	HR Officer	Personnel
Ma. Regalec A. Olarte	Education Program Supervisor	School Governance and Operations Division
Rochelle A. Jimenez	Senior Education Program Specialist	Social Mobilization and Networking Section
Ivy M. Romano	Senior Education Program Specialist	Human Resource Development Section
Zoren Pepito L. Gubalane	Senior Education Program Specialist	School Management Monitoring & Evaluation Section
Chelo De Guzman Rongavilla	Education Program Specialist II	Monitoring & Evaluation Section
Phoebe R. Arroyo	Senior Education Program Specialist	Planning & Research Section
Joseph D. Nilo	Planning Officer III	Planning & Research Section
Cecilia Teresa C. Claudel	Education Program Specialist II	Social Mobilization and Networking 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	Engineer III	Education Facilities Section
Eduardo L. Kondo	Project Development Officer II	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
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
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

NAME	POSITION	SECTION
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
Evangeline M. Aman	Public Schools District Supervisor	District Instructional Supervision
Ma. Myra E. Namit	Public Schools District Supervisor	District Instructional Supervision
Fernando Jacla	Administrative Aide III	Supply Unit
Oliver Dullavin	Administrative Assistant I	Supply Unit
Maileen Peñaflor	Administrative Assistant III	Administrative Unit

STRATEGIC PLANNING

Program Management Team

Committee	Person-In-Charge
Program and Flow	✓ Ms. Ivy M. Romano ✓ & Ms. Sue Ann Yago
Accommodation	✓ Ms. Joiche I. Luna, ✓ Noemi A. Valdez & ✓ Ms. Maria Cristina F. Malacad
Transportation	✓ Ms. Noemi A. Valdez & ✓ Ms. Lourdes Rodilla
Registration	✓ Ms. Rochelle A. Jimenez & ✓ Ms. Maria Cecilia Claudel
Program Evaluation	✓ Dr. Zoren Pepito L. Gubalan & ✓ Ms. Chelo D. Rongavilla
Documentation	✓ Mr. Jayboy Evano & ✓ Ms. Myra Namit
Secretariat	✓ Mr. Joseph Nilo & ✓ Ms. Ma. Regaele A. Olarte
Socialization Night	✓ Mr. Mark Anthony Fernandez ✓ Ms. Ada Trinidad Tagle ✓ Ms. Evangeline Aman