



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

OCT 20 2023

**MEMORANDUM**

**No. 247, s, 2023.**

**BUDGET FORMULATION WORKSHOP FOR SCHOOLS:  
CRAFTING OF CY 2024 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 Public Elementary and Secondary School Heads/OICs  
School Property Custodian/ School Administrative Officers  
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 a school's functions must be included in the PPMP, APP, and APP-CSE.
2. This office announces the conduct of the above-captioned activity on October 24-25, 2023, at the Parque España Hotel.
3. Training costs for school participants shall be charged to the school's MOOE. A registration fee of Two Thousand Two Hundred pesos (P 2,200.00) per school participant must be paid to the Division Cashier, Ms. Maria Cristina F. Malacad, on or before October 24, 2023.
4. Participants are hereby instructed to plan their Program, Project, and Activities on the school level before the workshop.
5. Participants are advised to bring documents related to budgeting, laptops, and extension cords.



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City  
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6. For further details of this activity, please refer to the following:  
Attachment 1 – Training Matrix  
Attachment 2 – List of Participants
7. Immediate dissemination 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/SCHOOLS 2024 BUDGET FORMULATION WORKSHOP:  
247 OCT 18, 2023

## 1. ACTIVITY MATRIX

| TIME                    | DAY 1                                                                                                                                                                                                                                    | DAY 2                                                                                 |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 7:45 a.m. - 8:15 a.m.   | Registration                                                                                                                                                                                                                             | Preliminaries                                                                         |
| 8:15 a.m. - 8:30 a.m.   | Preliminaries                                                                                                                                                                                                                            | Recap on the formulation of APP and PPMP<br><b>MS. JOICHE I. LUNA</b>                 |
| 8:30 a.m. - 9:30 a.m.   | SDO Muntinlupa's Strategic Direction and Translating Government Funds into Education Services<br><br><b>DR. EVANGELINE P. LADINES CESO V</b><br><b>Schools Division Superintendent</b>                                                   | <b>Clustered Workshop 1</b><br>Preparation of FY 2024 School PPMP                     |
| 9:30 a.m. - 10:00 a.m.  | School Improvement Plan(SIP) Coordination with Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP)<br><br>Modes of Procurement<br><br><b>MS. PHOEBE R. ARROYO</b><br><b>Senior Education Program Specialist</b> |                                                                                       |
| 10:00 a.m. - 10:30 a.m. | Priority Programs, Projects and Activities (PPAs)<br><br><b>MS. IVY M. ROMANO</b><br><b>Senior Education Program Specialist</b>                                                                                                          |                                                                                       |
| 10:30 a.m. - 12:00 noon | Presentation of 2024 Budget of Schools Overview of MCPE, ORS and other related matters<br><br><b>MS. VIRMA AMISTOSO</b><br><b>Budget Officer</b>                                                                                         | <b>Clustered Workshop 2</b><br><br>Presentation of Schools PPMP and Critiquing        |
| 12:00 noon - 1:00 p.m.  | <b>LUNCH BREAK</b>                                                                                                                                                                                                                       | <b>LUNCH BREAK</b>                                                                    |
| 1:00 p.m. - 2:00 p.m.   | Liquidating Guidelines<br><br><b>MR. MICHAEL EVAN AGUELO</b><br><b>OIC- Accountant</b>                                                                                                                                                   | <b>Clustered Workshop 3</b><br><br>Preparation of FY 2024 School APP                  |
| 2:00 p.m. - 3:00 p.m.   |                                                                                                                                                                                                                                          | <b>Clustered Workshop 4</b><br><br>Presentation of School APP and Critiquing          |
| 3:00 p.m. - 4:00 pm     | The WHYs and HOWs of PPMP AND APP<br><br><b>MS. JOICHE I. LUNA</b><br><b>Division Supply Officer</b>                                                                                                                                     | <b>Workshop 5</b><br>Finalization of APP and PPMP                                     |
| 4:00 p.m. - 5:00 p.m.   |                                                                                                                                                                                                                                          | <b>Workshop 6</b><br><br>Translating APP to adjusted SOB<br><b>MS. VIRMA AMISTOSO</b> |

| NAME OF SCHOOL                      | ATTENDEE - PRINCIPAL        | ATTENDEE - CUSTODIAN/ AO                                                                                                  | TOTAL |
|-------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------|-------|
| ALABANG ELEMENTARY SCHOOL           | DR. SHELLA C. NAVARRO       | ALMIRA P. HERNANDEZ / MA PRECIOSA M LADERAS                                                                               | 3     |
| BAGONG SILANG ELEMENTARY SCHOOL     | EDEN G. CADO                | MA. RIZA R. DALUNGAN                                                                                                      | 2     |
| BAYANAN ES - MAIN                   | EDIZER S. LAQUEO            | GRETA J. TAHUM / DR. DIVINA GRACIA P. GAGALA                                                                              | 3     |
| BAYANAN ES - UNIT 1                 |                             | CARMIE G. AQUINO/ JANE C. DELA VEGA / FERDINAND V. GADDI                                                                  | 3     |
| BULI ELEMENTARY SCHOOL              | MARIE ANN R. ESMERIA        | MARIA KIEDEN ZYNA L. HERRERA                                                                                              | 2     |
| CUPANG ELEMENTARY SCHOOL - MAIN     |                             | PAMELA D. BALDO<br>JEANALYN A. CARLOS - CLERK<br>ALMARIE F. MORALES - MT2                                                 | 3     |
| CUPANG ELEMENTARY SCHOOL - ANNEX    | JINKY D. SANTOS             | AILEEN E. BRILA/ 1 MASTER TEACHER                                                                                         | 3     |
| FILINVEST ALABANG ELEMENTARY SCHOOL | OLIVIA G. ELLOSO            | ELLA MARIE A. COLLADO                                                                                                     | 2     |
| F. DE MESA ELEMENTARY SCHOOL        | REYNALDO O. COMISARIO       | JENNIFER L. SABDAO<br>CHERRY MAY P. FUENTES                                                                               | 3     |
| ITAAS ELEMENTARY SCHOOL             | ANTONIO C. GAGALA           | ARTHUR F. POLON                                                                                                           | 2     |
| LAKEVIEW INTEGRATED SCHOOL          | DR. ROSENDO E. SANGALANG    | BREN TUESDAE T. CABRERA (CUSTODIAN), JOED ESPELETA (AO), REYNANTE ESPELETA (JHS), HAYDE GUCOR (ELEM), MELONIE MATER (SHS) | 6     |
| MUNTINLUPA ELEMENTARY SCHOOL        | DR. MA. AURORA S. BARTOLABA | JENNY R. ANDOR<br>JOCELYN T. CLEMENTE                                                                                     | 3     |
| POBLACION ELEMENTARY SCHOOL         | RAUL T. FELIX               | JOAN VANESA FUSTER/REDGEBIE CANTOR                                                                                        | 3     |
| PUTATAN ELEMENTARY SCHOOL           | HILARIO G. CANASA           | GINA A. SABADO/ EVANGELIE RAMOS                                                                                           | 3     |
| SOLDIERS HILLS ELEM. SCHOOL         | NOEMI B. ZARATE             | OWEN EARL D. BAUTISTA                                                                                                     | 3     |
| SUCAT ELEMENTARY SCHOOL - MAIN      | JANE MAY C. VALBUENA        | HAZELLE L. SIMBRE / MICHELLE CENTENO                                                                                      | 3     |
| SUCAT ELEM. SCHOOL - ZONE 3         |                             | MELANIE D. ALBERTO / JAIME BAUTISTA                                                                                       | 2     |
| SUCAT ELEM. SCHOOL - ZONE 4         | ALMA O. BITUIN              | LADYLYN N. ELCHICO / ELEONIDA M. TABARANZA                                                                                | 3     |
| TUNASAN ELEMENTARY SCHOOL           | JENNIFER S. JOSON           | JULIEN RAIZA T. ESPINOSA / JAYSON S. MANIKAN                                                                              | 3     |
| VICTORIA HOMES ELEMENTARY SCHOOL    | MARIA HAZEL B. HERNANDEZ    | JULIE ANN A. MANTO                                                                                                        | 2     |
| CUPANG SENIOR HIGH SCHOOL           | FELIPE W. MARAPAO JR.       | MA. GISELLA F. VILLAMAYOR/ IRENE G. ROCHA                                                                                 | 3     |

| NAME OF SCHOOL                 | ATTENDEE - PRINCIPAL | ATTENDEE - CUSTODIAN/ AO              | TOTAL |
|--------------------------------|----------------------|---------------------------------------|-------|
| MUNTINLUPA BUSINESS HS - ANNEX | MARISSA M. ANDANZA   | RAYNOLD R. TRINIDAD                   | 2     |
| MUNTINLUPA BUSINESS HS - MAIN  | VILMA S. VILORIA     | CHERRY E. LUIS<br>LORENA G. HERNANDEZ | 3     |
| MUNTINLUPA NATIONAL HS (JHS)   | ANTONIO B. ROCHA     | FE T. CABRERA                         | 2     |
| MUNTINLUPA NATIONAL HS (SHS)   | ANTONIO B. ROCHA     | ELENITA BIAY & DOYLE E DELANTAR       | 2     |
| MUNTINLUPA SCIENCE HS (JHS)    | FLORANTE C. MARMETO  | ADRIAN R. SUARNABA & RIZZA MORALDE    | 3     |
| MUNTINLUPA SCIENCE HS (SHS)    | FLORANTE C. MARMETO  | MARISA TERRADO                        | 1     |
| PEDRO E. DIAZ HIGH SCHOOL      | EDEN B. BINADAY      | ARLENE P. MEDINA                      | 2     |
| POBLACION NATIONAL HIGH SCHOOL | DAVID T. LIBAO       | ANTONIO G. OLANDA/THELMA V. MEDINA    | 3     |
| TUNASAN NATIONAL HS (JHS)      | ADOR B. QUERUBIN     | KENNETH T. BAUTISTA / SIP COORDINATOR | 5     |
| TUNASAN NATIONAL HS (SHS)      |                      | NORBERTO C. SACOPLA / SIP COORDINATOR |       |

## SDO PROPER

| <b>No.</b> | <b>Participants</b>                                               | <b>Number</b> |
|------------|-------------------------------------------------------------------|---------------|
| 1          | SDS and ASDS                                                      | 2             |
| 2          | Chief Curriculum<br>Implementation Division                       | 1             |
| 3          | Administrative Officer V                                          | 1             |
| 4          | Budget Officer                                                    | 1             |
| 5          | Supply Officer                                                    | 1             |
| 6          | OIC- Accountant                                                   | 1             |
| 7          | Public Schools Division<br>Supervisors                            | 10            |
| 8          | Accounting Liquidators                                            | 2             |
| 9          | Budget Staff                                                      | 2             |
| 10         | Supply Staff                                                      | 1             |
| 11         | HRD                                                               | 1             |
| 12         | Planning and Research -<br>Senior Education Program<br>Specialist | 1             |
| 13         | Cashier                                                           | 1             |
|            | <b>TOTAL</b>                                                      | <b>25</b>     |