



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

Office of the Schools Division
Superintendent

NOV 26 2024

MEMORANDUM
No. 338, s, 2024.

**BUDGET FORMULATION WORKSHOP FOR SCHOOLS:
CRAFTING OF CY 2025 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. Consequently, expenses considered essential to the effective performance of a school's functions must be incorporated into the PPMP, APP, and APP-CSE.
2. This office announces the conduct of the above-captioned activity, scheduled for December 3-4, 2024 at Lubao, Pampanga.
3. Training costs for school participants shall be charged to the school's MOOE. A registration fee of Four Thousand Pesos (P4,000.00) per school participant must be paid to the Division Cashier, Ms. Maria Cristina F. Malacad, on or before November 29, 2024.
4. The Schools Division Office (SDO) of Muntinlupa will provide buses for the attendees. This ensures convenient transportation to and from the event venue.
5. **Participants are strictly instructed to plan and draft the following forms at the school level before the workshop:**
 - **Program, Project, and Activities**
 - **Project Procurement Management Plan**
 - **Statement of Budget**
 - **Annual Investment Plan**
6. Participants are advised to bring documents related to budgeting, laptops, and extension cords.

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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.

For:

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By:


ADA TRINIDAD A. TAGLE
Public Schools Division Supervisor
Officer-in-Charge

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

TRAININGS

PROGRAMS

WORKSHOPS

JIL/ 2025 BUDGET FORMULATION WORKSHOP FOR SCHOOLS
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Training Matrix

TIME	ACTIVITY	PERSON-IN-CHARGE
DAY 1		
7:45 a.m. - 8:00 a.m.	Registration	PMT
8:00 a.m. - 8:30 a.m.	Preliminaries Doxology Energizer Acknowledgment of Participants Seminar Norms	PMT
8:30 a.m.- 8:45 a.m.	Opening Remarks	DR. VIOLETA M. GONZALES Officer-in-Charge Schools Division Superintendent
8:45 a.m. - 9:30 a.m.	The Budget Process and The National Expenditure Plan (NEP)	MS. VIRMA U. AMISTOSO Budget Officer
9:30 a.m. - 10:30 a.m.	SDO MUNTINLUPA Dash Board	MR. JOSEPH D. NILO Planning Officer
10:30 a.m. - 12:00 n.n.	Alignment of PPAs to DepEd NCR's Five Priority Areas Preparing the Annual Improvement Plan (AIP)	MS. PHOEBE R. ARROYO Senior Program Specialist - Planning and Research
12:00 n.n. to 1:00 p.m.	Lunch Break	LUNCH BREAK
1:00 p.m. - 1:30 p.m.	Energizer	PMT
1:30 p.m. - 2:30 p.m.	Preparing The School Operating Budget and Reporting, ORS And Other Related Matters	MS. VIRMA U. AMISTOSO Budget Officer
2:30 p.m. - 4:00 p.m.	Liquidation Guidelines/ MCPE	MS. KARINA E. MEDINA Accountant
4:00 p.m. - 5:00 p.m.	Preparing The Annual Procurement Plan and The Project Procurement Plan (PPMP)	Ms. JOICHE I. LUNA Supply Officer/ BAC Secretariat

DAY 2		
7:00 a.m. - 8:00 a.m.	Breakfast	
8:00 a.m. - 8:30 a.m.	Management of Learning	PMT
8:30 a.m.- 8:45 a.m.	Clustered Workshop 1: Preparation of FY 2025 School PPMP	
8:45 a.m. - 9:30 a.m.		
9:30 a.m. - 10:30 a.m.		
10:30 a.m. - 12:00 n.n.	Presentation and Critiquing of Schools' PPMP	
12:00 n.n. to 1:00 p.m.	Lunch Break	LUNCH BREAK
1:00 p.m. - 1:30 p.m.	Energizer	PMT
1:30 p.m. - 3:00 p.m.	Clustered Workshop 2: Preparation of FY 2025 School APP	
3:00 p.m. - 4:00 p.m.	Presentation and Critiquing of Schools' Annual Procurement Plan (APP)	
4:00 p.m. - 5:00 p.m.	Final APP/ Ways Forward	DR. VIOLETA M. GONZALES Officer-in-Charge Schools Division Superintendent

List of Participants

SCHOOLS

SCHOOL	NAMES OF ATTENDEES	TOTAL NO. OF ATTENDEES
ALABANG ELEMENTARY SCHOOL	Dr. Ma. Aurora S. Bartolaba, Almira P. Hernandez, Myrna D. Ibañez	3
BAGONG SILANG ELEMENTARY SCHOOL	Ma. Riza R. Dalungan, Felipe W. Marapao Jr., Lennie L. Briones	3
BAYANAN ELEMENTARY SCHOOL MAIN	Buena C. Dela Cruz, Ed. D, Michael Evan Aguelo	2
BAYANAN ELEMENTARY SCHOOL UNIT 1	Jane May C. Valbuena Sh, Carmie G.Aquino, Jane C.Dela Vega,	3
BULI ELEMENTARY SCHOOL	Marie Ann Esmeria, Maria Kieden Zyna Herrera	2
CUPANG ELEMENTARY SCHOOL ANNEX	Ma. Theresa C. Dela Rosa, Romalyn Milca N. Javier, Jenifer R. Acierto	3
CUPANG ELEMENTARY SCHOOL MAIN	Edizer S. Laqueo, Almarie F. Morales, Pamela D. Baldo	3
F DE MESA ELEMENTARY SCHOOL	Maria Hazel B. Hernandez and Jennifer L. Sabdao	2
FILINVEST ALABANG ELEMENTARY SCHOOL	Alma O. Bituin, Ella Marie A. Collado	2
ITAAS ELEMENTARY SCHOOL	Rhodora V. Mandap, Arthur F. Polon, Jason S. Raymundo	3

LAKEVIEW INTEGRATED SCHOOL (ELEMENTARY)	Rosendo Sangalang, Mervin Gona, Joed Espeleta	3
MUNTINLUPA ELEMENTARY SCHOOL	Shella C. Navarro, Jocelyn T. Clemente, Jenny R. Andor	3
POBLACION ELEMENTARY SCHOOL	Raul T. Felix, Joan Vanesa L. Fuster, Dino Carlo C. Tangog	3
PUTATAN ELEMENTARY SCHOOL	Hilario G. Canasa, Gina A. Sabado	2
SESSPA ZONE 3 & 4	Ladylyn Elchico,Jaime G. Bautista	2
SOLDIERS HILLS ELEMENTARY SCHOOL	Antonio C. Gagala Phd, Raquel Montaña, Rachel L. Rodriguez	3
SUCAT ELEMENTARY SCHOOL MAIN	Jennifer S. Joson, Michelle Centeno	2
TUNASAN ELEMENTARY SCHOOL	Olivia G. Elloso, Rosalie R. Arevalo, Julien Raiza T. Espinosa	3
VICTORIA HOMES ELEMENTARY SCHOOL	Reynaldo O. Comisario, Julie Ann A. Manto	2
CUPANG SENIOR HIGH SCHOOL	Dr. Evangeline M. Aman, Ma. Gisella F. Villamayor, Mary Grace H. De Acosta	3
LAKEVIEW INTEGRATED SCHOOL (HIGH SCHOOL)	Reynante Espeleta, Melonie Mater, Bren Tuesdae Cabrera	3
MUNTINLUPA BUSINESS HIGH SCHOOL MAIN	Vilma S. Vilorio, Cherry E. Luis, Lorena G. Hernandez	3
MUNTINLUPA BUSINESS HIGH	Jinky Dc. Santos, Rosalie T. Torres	2

SCHOOL MAIN SUCAT ANNEX		
MUNTINLUPA NATIONAL HIGH SCHOOL	Florante C. Marmeto, Fe T. Cabrera, Lenny C. Belen, Jennielyn A. Manto	4
MUNTINLUPA SCIENCE HIGH SCHOOL	Dr. Gina U. Urquia, Ma. Rizza R. Moralde, Marissa Terrado	3
PEDRO E DIAZ HIGH SCHOOL	Dr. Antonio B. Rocha, Dr. Onofre C. Santos, Arlene P. Medina	3
POBLACION NATIONAL HIGH SCHOOL	Eden Binaday, Thelma Medina, Ryan Vivar	3
TUNASAN NATIONAL HIGH SCHOOL	Ador B. Querubin, Norberto C. Sacopla, Kenneth T. Bautista, Grace Lee Rivero, Doyle Delantar	5
SUCAT SENIOR HIGH SCHOOL	Dr. Jay Boy E. Evano Mrs. Esmeralda Orazaga Mrs. Rocille Mendoza	3

SDO MUNTINLUPA

NAME	POSITION	SECTION
DR. VIOLETA M. GONZALES	Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent	Office of the Schools Division Superintendent
MADELINE ANN L. DIAZ	Chief Education Supervisor	Curriculum Implementation Division
MA. REGAELE A. OLARTE	OIC- Chief Education Program Supervisor	School Governance and Operations Division
NOEMI A. VALDEZ	Administrative Officer V	Administrative Unit
VIRMA U. AMISTOSO	Budget Officer	Budget
KARINA E. MEDINA	Accountant	Accounting Unit
MARIA CRISTINA F. MALACAD	Cashier	Cash Unit
JOICHE I. LUNA	Supply Officer	Property & Supply Unit
IVY M. ROMANO	Senior Education Program Specialist	Human Resource Development Section
PHOEBE R. ARROYO	Senior Education Program Specialist	Planning & Research Section
JOSEPH D. NILO	Planning Officer III	Planning & Research Section
CLARISA C. AVILA	Public Schools District Supervisor	District Instructional Supervision
DR. MA. THERESA C. DELA ROSA	Public Schools District Supervisor	District Instructional Supervision

DR. JAYBOY E. EVANO	Public Schools District Supervisor	District Instructional Supervision
DR. ERIC FUNGO	Public Schools District Supervisor	District Instructional Supervision
DR. YALEDEGLER C. MALIGAYA	Public Schools District Supervisor	District Instructional Supervision
ADA TRINIDAD A. TAGLE	Public Schools District Supervisor	District Instructional Supervision
DR. EVANGELINE M. AMAN	Public Schools District Supervisor	District Instructional Supervision
DR. MA. MYRA E. NAMIT	Public Schools District Supervisor	District Instructional Supervision
ALYSSA M. AVENTURADO	Public Schools District Supervisor	District Instructional Supervision
ARIANNE MAE RAMIREZ	Administrative Assistant III	Accounting Unit
MYLEEN ESPELETA	Administrative Assistant III	Accounting Unit

Program Management Team

Committee	Person-In-Charge
Program and Flow	Ms. Ivy M. Romano
Registration/ Attendance	Ms. Arriane Mae Ramirez Ms. Myleen Espeleta
Program Evaluation	Dr. Zoren Pepito L. Gubalane & Ms. Chelo D. Rongavilla
Documentation	Mr. Joseph D. Nilo Dr. Ma. Myra E. Namit
Secretariat	Ms. Virma U. Amistoso

	<p>Ms. Joiche I. Luna</p> <p>Ms. Maria Cristina M. Malacad</p> <p>Ms. Karina E. Medina</p>
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