



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

DEC 02 2024

MEMORANDUM
No. 344, s, 2024.


**REMINDERS FOR THE 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. This is a reminder regarding the scheduled departure of the bus for the upcoming seminar, **“Budget Formulation Workshop for Schools: Crafting of CY 2025 Project Profiles, PPMP, APP, and AAPP-CSE,”** taking place from **December 3 to 4, 2024**, at **Hacienda Gracia Resort and Hotel, Lubao, Pampanga**.

2. **Bus Departure Details:**
- **Date:** December 3, 2024 (Tuesday)
 - **Time:** 5:00 a.m.
 - **Departure Point:** SDO Muntinlupa grounds

3. All schools are strictly advised to draft their **Project Procurement Management Plan (PPMP)** and **Annual Procurement Plan (APP)** at the school level before the workshop.


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

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

JIL/ 2025 REMINDERS: BUDGET FORMULATION WORKSHOP FOR SCHOOLS
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NUM-2024-344 - 10312



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