



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

November 6, 2023

DIVISION MEMORANDUM
OSDS 2023- 177

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Section and Unit Heads
All Others Concerned

**DEVELOPMENT, PRESENTATION, CRITIQUING AND ENCODING OF
ENPENDITURE MATRIX AND WFP IN THE PMIS FOR APP 2024**

1. The submission of our Annual Procurement Plan (APP) for 2024 will be on November 15, 2023.
2. All Functional Divisions are directed to have their pre-planning meetings and make their program of activities for the Calendar Year 2024. Such activities shall be chargeable to the SDO General Administrative Support Services (SDO GASS or MOOE) and Human Resources Training and Development Fund (HRTD).
3. In this connection, attached list of participants shall convene on November 8, 2023, at 1:00 PM at the SDO Conference Hall, for the final presentation and critiquing of their respective proposed Work and Financial Plan (WFP) 2024 before the encoding in the Project Management Information System (PMIS). *(please see attached matrix for the schedules)*
4. The PMU Secretariat shall collect all outputs for the submission of our APP 2024 and pre-bidding activities if necessary.
5. Expenses incurred relative to the conduct of this activity shall be chargeable against the SDO MOOE, subject to the usual accounting and auditing procedures.
6. For your guidance and strict compliance.


EVANGEL M. LUMINARIAS Ph.D., CESO V
Schools Division Superintendent

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LIST OF PARTICIPANTS (November 8 - 10, 2023)

DEVELOPMENT, PRESENTATION, CRITIQUING AND ENCODING OF EXPENDITURE MATRIX AND WFP IN THE PMIS FOR APP 2024

1. Dr. Danilo G. Gudelosao - Assistant Schools Division Superintendent
2. Dr. Faustino F. Toradio - Assistant Schools Division Superintendent
3. Dr. Carmela M. Restificar - CID – Chief Supervisor
4. Dr. Marcela R. Bautista - SGOD – Chief Supervisor
5. Mr. Lope S. Hubac - EPSvr
6. Dr. Grace Mendez - EPSvr
7. Dr. Pablito Villalon - EPSvr
8. Dr. Wilfreda O. Flor - EPSvr
9. Dr. Felix Galacio - EPSvr
10. Dr. Jupiter Maboloc - EPSvr
11. Dr. Josephine Eronico - EPSvr
12. Dr. Generosa T. Castillo - EPSvr
13. Dr. Jeanelette C. Ayson - EPSvr
14. Dr. Evelyn Codilla - EPSvr
15. Ms. Debra P. Sabuero - EPSvr
16. Atty. Vanessa H. Quijano - Legal Officer III
17. Engr. Dinah Florence B. Talan - ITO III
18. Mrs. Gabina F. Ladaran, CPA - Accountant III
19. Mrs. Ma. Victoria M. Jaspe - Budget Officer III
20. Dr. Ma. Aurora Lumaad - Medical Officer III
21. Mr. Fermin M. Albutra - Administrative Officer V
22. Dr. Marites M. Cimeni - SEPS - HRD
23. Mrs. Evelyn C. Marapao - SEPS – Social Mobilization and Partnership
24. Mrs. Elizabeth J. Pido - SEPS – Monitoring and Evaluation
25. Mrs. Ma. Maulitte M. Yap - Planning Officer III
26. Mrs. Mildred G. Piquero - EPS II
27. Mrs. Ana Liza B. Laurel - EPS II
28. Mrs. Marina H. Bernasor - PDO I
29. Mrs. Angelette B. Remolador - PDO I
30. Mrs. Aian B. Dolauta - PDO I
31. Engr. Phillip Marcelo Vigonte - PDO II
32. Mrs. Irish Finalyn Ancog - PMU/BAC Secretariat
33. Engr. Francis Melencion - PMU/BAC Secretariat
34. Mr. Jerome Capuno - ADAS III
35. Mrs. Carla Joyce C. Arnejo - ADAS
36. Ms. Florly Saturinas - ADAS

November 10, 2023:

1. Dr. Marites M. Cimeni - SEPS – HRD
2. Mrs. Elizabeth Pido - SEPS – M and E
3. Mrs. Ma. Victoria M. Jaspe - Budget Officer III
4. Mr. Jerome Capuno - ADAS III
5. Mrs. Ma. Maulitte Yap - Planning Officer III
6. Mrs. Carla Joyce Arnejo - ADAS
7. Mrs. Florly Saturinas - ADAS

DEVELOPMENT, PRESENTATION, CRITIQUING, AND ENCODING OF EXPENDITURE MATRIX AND WORK
AND FINANACIAL PLAN IN THE PMIS FOR APP 2024

ACTIVITY MATRIX

DATE AND TIME	ACTIVITIES	RESPONSIBLE PERSON / DIVISION
DAY 1 (November 8, 2023 @ 1:00PM)		
1:30 PM – 1:45 PM	Preliminaries	
1:45 PM – 2:15 PM	Presentation of 2024 NEP	Mrs. Ma. Victoria M. Jaspe Budget Officer III
2:15 PM – 3:15 PM	Presentation and Critiquing of SGOD WFP 2024	Dr. Marcela R. Bautista Chief SGOD
3:15 PM – 5:00 PM	Continuation in formulating the WFP	Per Functional Division
DAY 2 (November 9, 2023)		
8:30 AM – 8:45 AM	Preliminaries	
8:45 AM – 9:45 AM	Presentation and Critiquing of CID WFP 2024	Dr. Carmela M. Restificar Chief CID
10:00 AM – 12:00 NN	Continuation in formulating the WFP	Per Functional Division
12:00 NN – 1:00 PM	LUNCH	
DAY 3 (November 10, 2023)		
8:00 AM to 5 PM	Encoding of Expenditure Matrix and WFP in the PMIS	Selected Personnel

CARLA JOYCE C. ARNEJO

Emcee