



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

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March 5, 2024

**DIVISION MEMORANDUM**  
No. 128, s. 2024

**ORIENTATION ON THE PREPARATION OF SCHOOLS' WORK AND FINANCIAL PLAN (WFP) FOR CALENDAR YEAR 2024**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC, Office of the Chief Education Supervisor, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and  
Integrated Schools  
All Others Concerned

1. Relative to DepEd Order No. 44, s. 2015 titled "Guidelines on the Enhanced School Improvement Planning (SIP) Processes and the School Report Card (SRC)" and DepEd Order No. 11, s. 2021 titled "Guidelines on the Operationalization of the Program Management Information System (PMIS)", this Office through the Planning and Research Unit of the School Governance and Operations Division will conduct an **Orientation on the Preparation of Schools' Work and Financial Plan for Calendar Year 2024** on **March 12, 2024** for the **1<sup>st</sup> batch** and **March 13, 2024** for the **2<sup>nd</sup> batch**. The venue will be announced later.
2. This activity aims to harmonize the Schools' Annual Work and Financial Plan, School Improvement Plan, and Division Education Development Plan (DEDP) for a more effective and efficient delivery of quality basic education services.
3. The participants to this activity are the Public Schools District Supervisors and Elementary, Secondary, and Integrated School Heads (**PROXY IS NOT ALLOWED**). They are requested to bring laptop with an extension cord, copy of their SIP, and a copy of their 2023 WFP.



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4. Attached are the composition of the Program Management Team (PMT) and Batch Assignment of the Participants for your reference.
5. Each participant shall be charged a registration fee to cover expenses for snacks, lunch, and venue.
6. The registration fee and travel expenses of the participants shall be charged against their school MOOE fund subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosure: As Stated  
Reference: As Stated

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

ORIENTAION  
PROGRAMS  
SCHOOLS



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Enclosure No. 1 to Division Memorandum No. 128, s. 2024

**PROGRAM MANAGEMENT TEAM**

Dr. Miguel Mac D. Aposin, CESO V	-	SDS
Dr. Luz U. Banson, CESE	-	OIC, Office of the ASDS
Dr. Segundina F. Dollete	-	CES, CID
Dr. Edna B. Azcarraga	-	EPS, OIC, Office of the CES, SGOD
Dr. Marggie A. Obligacion	-	SEPS –Planning & Research
Ronald D. Dile	-	SEPS – SMME
Marjorie A. Bayhon	-	AO II, OIC, Office of the AO V-Budget
Dr. Immaculada J. Amores	-	SEPS-HRD
Jerry V. Mosquite	-	EPS II-HRD
Eduardo D. Villafuerte	-	Planning Officer III
Yzarda Claudette D. Ballera	-	PDO I-YF
Jhean Mae Grace Lingco	-	PDO I-YF
Sheralyn Baticados	-	Nurse II
Jamie Rose C. Magsila	-	AA I



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Enclosure No. 2 to Division Memorandum No. 128, s. 2024

**BATCH ASSIGNMENT OF THE PARTICIPANTS**

<b>Batch</b>	<b>Participants</b>	<b>Date</b>
1	1. Public Schools District Supervisors 2. All Integrated School Heads 3. All Secondary School Heads 4. All Elementary School Heads in the following districts: ✓ Panay; ✓ Panitan; ✓ Pilar; ✓ Pontevedra; ✓ President Roxas; ✓ Maayon; and Cuartero.	March 12, 2024
2	1. Public Schools District Supervisors 2. All Elementary School Heads in the following districts: ✓ Dao; ✓ Dumalag; ✓ Dumarao; ✓ Ivisan; ✓ Jamindan; ✓ Mambusao East; ✓ Mambusao West; ✓ Sapián; ✓ Sigma; ✓ Tapaz East; and ✓ Tapaz West.	March 13, 2024



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