



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM

No. **454**, s. 2023

**WORKSHOP ON THE DEVELOPMENT OF THE 2024
 WORK AND FINANCIAL PLAN (WFP)**

To: Assistant Schools Division Superintendent
 Chief, CID and SGOD
 Section / Unit Heads
 All Others Concerned

1. To ensure the effective, efficient, and systematic preparation and management of plans and programs and utilization of budgets, this Office, through the Budget Section, shall conduct the **Workshop on the Development of the 2024 Work and Financial Plan (WFP)** on October 13, 2023, 8:30 a.m., at the Bohol Bee Farm, Panglao, Bohol
2. The activity aims to:
 - a.) finalize and present the 2024 WFPs of the City Schools of Tagbilaran Division; and
 - b.) conduct validation of the WFPs in terms of physical, financial, and procurement requirements.
3. The expected number of participants per office in this activity are listed below:


Office / Participants	Position
OSDS	
1. Wilfreda D. Bongalos, PhD, CESO V	SDS
2. Junicel Mancha	PDO II
3. Jose Mariñas III	ICTO
Assistant Schools Division Superintendent	
1. Ernesto Q. Alas-as, CESE	ASDS
Administrative Office	
1. Aquilino T. Milar, Jr	AOV
2. Marife C. Rallos	AO IV - Supply
3. Gina E. Gamao	AO IV - Cash
4. Ruben C. Lorejo	AO II - Payroll
Schools Governance Operations Division	
1. Maurine C. Castaño	Chief - ES



H. Zamora St., Dampas, Tagbilaran City, Bohol
 (038)427-1702; (038)427-2506
 tagbilarancity.division@deped.gov.ph

2. Rhodelia Tumanda (SBFP)	Nurse II
3. Esther L. Cagas (BPLP)	SEPS
4. Joeirmelyn Pasilbas (YDF)	PDO II
5. Ma. Antonette P. Dugang	EPS
Curriculum Implementation Division	
1. John Ariel A. Lagura, PhD	Chief - ES
2. Aimee Amistoso	EPS
3. Concepcion Tubal	EPS
4. Nenita Incog	EPS
5. Janet T. Butalid	EPS
6. Beatriz Incog	EPS
7. Joseph Barrete	EPS
8. Elisa Geagonia	EPS
9. Neolita S. Sarabia	EPS
10. Michelle Collyer	EPS
11. Alberto A. Lacang	EPS
HRTD	
1. Filomena C. Tanggaan	SEPS
Finance Section	
1. Michelle T. Sagaral, CPA	Accountant
2. Julie A. Redillas	Budget Officer
TWG (Prelim Ceremonies/Attendance/Registration (Christian John L. Capon, Aldrin M. Pajo, Angeli Faith V. Pascual)	
	3
Total	30

4. The WFP focal persons are required to bring / prepare laptops and the soft and printout copies of their draft / proposed 2024 WFPs. Attached is the Activity Matrix for reference.
5. The expenses for food (lunch and a.m. and p.m. snacks), venue rental and other incidental expenses shall be charged against the HRTD Local Funds, subject to the existing accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


WILFREDA D. BONGALOS PhD CESO V
 Schools Division Superintendent
 Office of the Schools Division Superintendent

WDB/EQA/OFFICE/INITIALS OF THE HEAD/initials of the encoder



H. Zamora St., Dampas, Tagbilaran City, Bohol
 (038)427-1702; (038)427-2506
 tagbilarancity.division@deped.gov.ph

WORKSHOP ON THE DEVELOPMENT OF 2024 WORK AND FINANCIAL PLAN (WFP)

ACTIVITY MATRIX

TIME	ACTIVITY	PERSON IN-CHARGE
8:30 a.m.	<p>Opening Activities</p> <ul style="list-style-type: none"> - Registration/Attendance - Preliminaries - Presentation of Participants / Activity Background - Opening Message 	Filomena C. Tanggaan
9:00 a.m.	<p>2024 NEP – Division MOOE 2023 Actual MOOE Utilization</p>	Julie A. Redillas
9:00 a.m.	Crafting of 2024 WFPs per Office	WFP Focal Persons / Julie A. Redillas
12:00 noon	Lunch	
1:00 p.m.	Continuation of Crafting of WFPs	WFP Focal Persons / Julie A. Redillas
2:00 p.m.	<p>Presentation and Validation of WFPs</p> <ul style="list-style-type: none"> - Order of Presentation <ol style="list-style-type: none"> 1. CID 2. SGOD 3. ADMIN 4. FD 5. HRDD 6. ICT 7. DRRM 	
4:30 p.m.	<p>Closing Activities</p> <ul style="list-style-type: none"> - Closing Message 	