




Division Memorandum  
No. 474 s. 2019

**TO:** Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Education Program Supervisors  
Administrative Officers IV-V  
Accountant II  
Attorney III  
ITO – II  
Senior Education Program Specialists  
Education Program Specialist II  
Program Development Officer I – II

**FROM:**   
**MARILOU B. DEDUMO, Ph. D., CESO V**  
Schools Division Superintendent

**DATE:** October 4, 2019

**SUBJECT: CAPACITY BUILDING FOR KEY OFFICIALS ON PROCUREMENT PROCESSES CUM ONE-DAY ORIENTATION –WORKSHOP ON THE PREPARATION OF WORK AND FINANCIAL PLAN, PROJECT PROCUREMENT MANAGEMENT PLAN AND ANNUAL PROCUREMENT PLAN FOR CALENDAR YEAR 2020**

1. Per Regional Memorandum No, 568, s. 2019, Schools Division Offices focal persons are directed to prepare the Work and Financial Plan (WFP) as basis for the preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) for CY 2020.
2. In the preparation of the Work and Financial Plan for CY 2020, activities should be grouped by fund source like GASS, HRTD, IPED, etc. of which these shall be entered in the Expenditure Matrix in the Program Management Information System. The WFP will then be the basis in the preparation of the PPMP of which will be consolidated into the Annual Procurement Plan of the Office.
3. In line with this, there will be a One-Day Orientation/ Workshop on the Preparation of Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP) and Annual Procurement Plan for Calendar Year 2020 on October 7, 2019. Venue will be announced later.
4. Participants to this are division personnel handling programs and projects together with the Budget Officer and the Division Accountant. Participants are required to bring their laptops, extension wire and planned programs for CY 2020.
5. The Regional Office has set a deadline for the online submission which is on or before October 24, 2019. But since this has to be consolidated yet, it is expected that all participants will be able to finalize their Work and Financial Plan within the day of the activity only.
6. Widest dissemination of this memorandum is highly recommended.



## AUTHORITY TO TRAVEL

Control No: LD-402-2019

Date: \_\_\_\_\_

**Region:** Caraga Region

**Division:** Schools Division of Surigao del Sur

NO.	NAME	POSITION / DESIGNATION	PERMANENT STATION
1	Jasmin R. Lacuna	<i>Asst. Schools Division Superintendent</i>	DepEd SurSur - OSDS
2	Elvira S. Urbiztondo, Ph.D.	<i>Chief, SGOD</i>	DepEd SurSur - SGOD
3	Celsa A. Casa, Ph.D.	<i>Chief, CID</i>	DepEd SurSur - CID
4	Atty. Eric Joseph Lumactud	<i>Division Legal Officer</i>	DepEd SurSur - OSDS
5	Rufino T. Reyes	<i>Education Program Supervisor</i>	DepEd SurSur - CID
6	Camela G. Lerio, Ph.D.	<i>Education Program Supervisor</i>	DepEd SurSur - CID
7	Evangeline V. Lozaldo	<i>Education Program Supervisor</i>	DepEd SurSur - CID
8	Megenila C. Guillen, Ph.D.	<i>Education Program Supervisor</i>	DepEd SurSur - CID
9	Alexander D. Dapar, Jr.	<i>Education Program Supervisor</i>	DepEd SurSur - CID
10	Edna E. Trinidad, Ph.D.	<i>Education Program Supervisor</i>	DepEd SurSur - CID
11	Antonio V. Salazar, Ed. D.	<i>Education Program Supervisor</i>	DepEd SurSur - CID
12	Regina Euann A. Puerto	<i>Education Program Supervisor</i>	DepEd SurSur - CID
13	Analiza G. Doloricon	<i>Education Program Supervisor</i>	DepEd SurSur - CID
14	Bryan A. Arreo	<i>Education Program Supervisor</i>	DepEd SurSur - CID
15	Shirlene E. Crabajales	<i>Administrative Officer V</i>	DepEd SurSur - OSDS
16	Bethany I. Evilla	<i>Accountant III</i>	DepEd SurSur - OSDS
17	Dante A. Grumo	<i>Administrative Officer IV</i>	DepEd SurSur - OSDS
18	Myrna Callote	<i>Administrative Officer IV</i>	DepEd SurSur - OSDS
19	Eppie A. Cabrera	<i>Administrative Officer IV</i>	DepEd SurSur - OSDS
20	Elnie Anthony P. Barcena	<i>Division TLE/GPP Coordinator</i>	DepEd SurSur - CID
21	Marilyn V. Quinto, Ph.D.	<i>Division Kindergarten Coordinator</i>	DepEd SurSur - CID
22	Danilo T. Alcantara	<i>Division IPED Coordinator</i>	DepEd SurSur - CID
23	Madelyn V. Lozada	<i>Division Nurse</i>	DepEd SurSur - SGOD
24	Voltair C. Asildo	<i>Senior Education Program Specialist</i>	DepEd SurSur - SGOD
25	Liza M. Guingguing	<i>Senior Education Program Specialist</i>	DepEd SurSur - SGOD
26	Alex S. Mistula	<i>Senior Education Program Specialist</i>	DepEd SurSur - SGOD
27	Carlos Tian Chow Correos	<i>Division HRD Coordinator</i>	DepEd SurSur - SGOD
28	Marvin M. Minguillan	<i>Division ITO</i>	DepEd SurSur - OSDS
29	Arch. Ricky A. Magnaye	<i>Engineer III</i>	DepEd SurSur - SGOD
30	Ucille P. Galvez	<i>Planning Officer III</i>	DepEd SurSur - SGOD
31	Osias N. Manlucob	<i>Education Program Specialist II</i>	DepEd SurSur - SGOD
32	Jayson M. Orozco	<i>Education Program Specialist II</i>	DepEd SurSur - CID
33	Mariato Cleben A. Lozada	<i>Education Program Specialist II</i>	DepEd SurSur - CID
34	Erlyn Mangadlao	<i>Education Program Specialist II</i>	DepEd SurSur - OSDS
35	Leopardo P. Cortes	<i>Project Development Officer II</i>	DepEd SurSur - CID
36	Engr. Lea G. Gurimbao	<i>Project Development Officer II</i>	DepEd SurSur - OSDS
37	Glee Cris S. Urbiztondo	<i>Project Development Officer II</i>	DepEd SurSur - SGOD
38	Von Jason Casa	<i>Project Development Officer I</i>	DepEd SurSur - CIDDepEd
39	Joanne H. Balan	<i>ADAS III</i>	SurSur - SGOD
40	Julianne T. Raz	<i>Planning Staff</i>	DepEd SurSur - SGOD

