



**14 DECEMBER 2020**

Office MEMORANDUM  
No. **164**, s. 2020

**SUBMISSION OF EXPENDITURE MATRIX AND TRAINING PROPOSALS  
FOR THE FINALIZATION OF THE DIVISION'S WORK AND  
FINANCIAL PLAN FOR CALENDAR YEAR 2021**

To : Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Public Schools District Supervisors/ District In-Charge  
All Division Program Coordinators

1. As agreed during the Division Preparation of Work and Financial Plan for CY 2021 conducted last December 10, 2020, all Division Program Coordinators and Public Schools District Supervisors/ District In-Charge are required to submit their Expenditure Matrix and Training Proposals to the Division Review and Evaluation Committee before December 23, 2020.
2. The Division Review and Evaluation Committee is composed of:

Chair: Josita B. Carmen, CESO V  
Schools Division Superintendent  
Asst. Chair: Jasmin R. Lacuna  
Asst. Schools Division Superintendent

Functional Division	Division Review and Evaluation Committee
CID	Celsa A. Casa –CID Chief Analiza Doloricon – EPS Encarnacion Padua – EPS Camela Lerio - EPS Elnie Barcena – Division Coordinator
SGOD	Elvira S. Urbiztondo –SGOD Chief Rufino T. Reyes – EPS Voltair C. Asildo – SEPS for SMME Liza M. Guinguing – SEPS for Planning & Research Mary Luz A. Niere – SEPS for HRD
OSDS	Shirlene Crabajales – Administrative Officer V Atty. Joseph Eric Lumactud – Legal Officer Myrna Callote – Budget Officer Bethany E. Climaco – Division Accountant Ucille P. Galvez – Planning Officer III





Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

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3. The assigned DREC will submit the validated and approved Expenditure Matrix to the Planning Office on or before December 28, 2020 in preparation for the uploading in the Program Management and Information System (PMIS).
4. For your guidance and immediate compliance.

**JOSITA B. CARMEN, CSO V**  
Schools Division Superintendent

