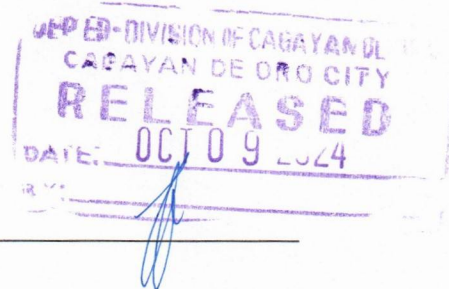




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

7 October 2024

DIVISION MEMORANDUM

No. 784 s.2024

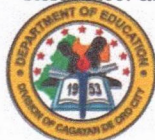
FINALIZATION WORKSHOP ON THE PREPARATION OF THE FY2025 BUDGET EXECUTION DOCUMENTS (BEDs) AND SCHOOL OPERATING BUDGET (SOB)

1. In anticipation of the FY 2025 Budget Execution Plans and Targets submission to the Regional Office and Department of Budget and Management, the Finance Unit of this Division will conduct the **Finalization Workshop on the Preparation of the FY2025 Budget Execution Documents (BEDs) and School Operating Budget (SOB)** on **November 25-29, 2024** (1st Batch is on **November 25-27, 2024** and 2nd Batch is on **November 27-29, 2024** at Duka Bay Resort, Medina, Misamis Oriental.
2. 1st Batch shall travel on Monday, November 25 (5:00AM-7:00AM) while registration and orientation workshop proper will start at 8:00AM. Check-out for 1st Batch will be on Wednesday, November 27 (12:00NN). 2nd Batch shall travel on Wednesday, November 27 (5:00AM- 7:00AM) while registration and orientation workshop proper will start at 8:00AM. Check-out for the 2nd Batch will be on Friday, November 29 (12:00NN).
3. This activity aims to:
 - To facilitate the timely formulation and submission of Agency's Budget Executory Documents for FY 2025 through the consolidation of School's Financial Plan and Monthly Disbursement Program.
 - To prescribe the guidelines and procedures in crafting schools budget execution plans including the appropriate Budget Execution Documents (BEDs) forms to be used
4. The expected participants on this workshop are the select Personnel of the SDO Proper and the School Head (**no proxy allowed**) from School as per **attached ANNEX A**, the complete list of participants.
5. Meals, snacks, accommodation and travel expenses of the participants are chargeable against local funds and/or School MOOE, subject to the usual budgeting, accounting and auditing policies, rules and regulations.
6. This memorandum and the attached Annex A will serve as Authority to Travel.
7. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
8. This Office directs the immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO

Schools Division Superintendent

Reference: as stated



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

ANNEX A

LIST OF PARTICIPANTS

DIVISION PERSONNEL

No.	Name	Designation	Office
1	GAZO, ROY ANGELO E.	SDS	DIVISION OFFICE
2	BORRES, AUDIE S.	ASDS	DIVISION OFFICE
3	MACASERO, JEAN S.	CHIEF, CTD	DIVISION OFFICE
4	ROSALIO R. VITORILLO	CHIEF, SGOD	DIVISION OFFICE
5	ACLO, ROMEO	ASST CHIEF, SGOD	DIVISION OFFICE
6	JINKY M. ARNEJO	ASST CHIEF, CTD	DIVISION OFFICE
7	CALUBAG, ARNEL A.	ACCOUNTANT III	DIVISION OFFICE
8	BORRES, RISA BEA SOCORRO M.	AO-V/ ADMIN. SERVICES	DIVISION OFFICE
9	VALLENT,ROMIEL S.	AO-V/BUDGET OFFICER	DIVISION OFFICE
10	MEGOLLAS, RODEL	PLANNING OFFICER III	DIVISION OFFICE
11	SHIRLEY A. MERIDA	PSDS	DIVISION OFFICE
12	ROCHELLE A. LUZANO	EPS	DIVISION OFFICE
13	EVELYN Q. SUMANDA	EPS	DIVISION OFFICE
14	LINA G. LUDENA	NURSE II	DIVISION OFFICE
15	NATHALIE VENUS V. FAMADOR	NURSE II	DIVISION OFFICE
16	CANIOS, EDWIN CARL N.	AO II	DIVISION OFFICE
17	DADOLE, JENNIFER B.	ADAS III	DIVISION OFFICE
18	UDANG, CHARISSE C.	ADAS III	DIVISION OFFICE
19	DALOS, CHRISTIAN RAY D.	ADAS III	DIVISION OFFICE
20	CAPINIG, JOHN ERROL P.	ADAS III	DIVISION OFFICE
21	BORRES, KAREN BERNADETTE B.	ADAS III	DIVISION OFFICE
22	BARUEL, CENISA B.	ADAS III	DIVISION OFFICE
23	ERNACIO, DONNACELLE F.	ADAS III	DIVISION OFFICE
24	CADAVOS, FAITH C.	ADAS II	DIVISION OFFICE
25	RABANES, JAYSON	DIVISION DRIVER	DIVISION OFFICE



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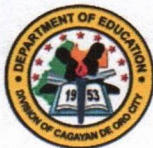
Office of the Schools Division Superintendent

ANNEX A

LIST OF PARTICIPANTS

SCHOOL PERSONNEL – BATCH 1 (November 25-27,2024)

School ID	School Name	DISTRICT	1 School Head	School Heads
127940	CITY CENTRAL SCHOOL	CENTRAL	1	ANNABELLE J. LARIBA
127955	Corrales Elementary School	CENTRAL	1	RELOBE N. ZULITA
	Sub-Total Central		2	
127959	Bayabas Elementary School	NORTH II	1	TITO P. YONGAO
304106	Bayabas National High School	NORTH II	1	DANNY A. LABADAN
127960	Bonbon Elementary School	NORTH II	1	KAREN C. VERDAD
315412	Bonbon National High School	NORTH II	1	NINIA MARIE A. ESTILLORE
127961	Bongbongon Elementary School	NORTH II	1	ANDY P. LIGSANAN
137216	City Engineers Elementary School	NORTH II	1	ANNE FRANCIS T. SINGH
127963	Kauswagan Central School	NORTH II	1	ALMA B. PENONIA
315411	Kauswagan National High School	NORTH II	1	MARVIN ANTHONY RAMOS
	Sub-Total North II		8	
127990	Balulang Elementary School	WEST I	1	MERLYN S. BAHIAN
315403	Balulang National High School	WEST I	1	WELVEN ALIM
304112	Carmen National High School (Macanhan NHS)	WEST I	1	BRENDA P. GALARPE
127991	Fr. William F. Masterson, S.J., Elementary School	WEST I	1	MARCELO Q. MABALOS
127992	Macanhan Elementary School	WEST I	1	LEONORA S. ALINSUB



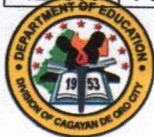
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SCHOOL PERSONNEL – BATCH 1 (November 25-27,2024)

127993	Sacred Heart Village Elementary School	WEST I	1	ELENA T. GALARRITA
127993	Sacred Heart Village Elementary School	WEST I	1	URSULA JANETH G. ABELLANOSA
127994	Upper Carmen Elementary School	WEST I	1	RICO I. CAGAPE
127995	West City Central School	WEST I	1	EDGARDO O. YAÑEZ
Sub-Total West I			9	
127996	Baikingon Elementary School	WEST II	1	ELSA B. TAHUD
306042	Baikingon National High School	WEST II	1	ROWENA A. TABOCLAON
127997	Bulao Elementary School	WEST II	1	JOEL C. GRANADA
127998	Bulua Central School	WEST II	1	PEDRITA JORDAN
304108	Bulua National High School	WEST II	1	MACAPANGCAT U. MAMA JR.
128000	Camp Evangelista Elementary School	WEST II	1	DANTE G. SISTO
128001	Canitoan Elementary School	WEST II	1	GEMMA ETHEL B. ONG
304109	Canitoan National High School	WEST II	1	SOLA VIOLETTA L. MENDOZA
137181	Filipino-Chinese Friendship Elementary School	WEST II	1	JOLITO G. BASLAN
128002	G. L. Reyes-Anhawon Elementary School	WEST II	1	EMERITA G. LABIS
128003	Iponan Elementary School	WEST II	1	MELBA S. OMANDAM
304117	Iponan National High School	WEST II	1	MARISA D. CAYETUNA
128004	Pagatpat Elementary School	WEST II	1	RAUL C. DECHOSA
305879	Pagatpat National High School	WEST II	1	LOVE C. MANDAWAWE
128005	Pamalihi Elementary School	WEST II	1	GLECERIO F. GALOLO



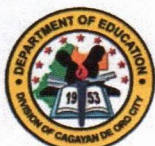
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127999	Pedro "Oloy" N. Roa, Sr. Elementary School	WEST II	1	MARIA LODEL S. DAABAY
304110	Pedro "Oloy" N. Roa, Sr. High School	WEST II	1	DINAH ZORAIDA ZAMORA
128006	San Simon Elementary School	WEST II	1	CAROL O. LORONO
315409	San Simon National High School	WEST II		
Sub-Total West II			18	
127947	Agusan Elementary School	EAST II	1	LORETO C. LLABAN
304104	Agusan National High School	EAST II	1	GILJUN T. PENULIAR
127948	Balubal Elementary School	EAST II	1	FE V. MORALES
315401	Balubal National High School	EAST II	1	RODEL C. ESTENZO
127949	Bugo Central School	EAST II	1	ROSEMARIE H. DULLENTE
304107	Bugo National High School	EAST II	1	JUDSON PASTRANO
127950	Linangohan Elementary School	EAST II	1	MA. DULCE F. CUERQUIS
502035	Palalan Integrated School	EAST II	1	MARY JOY. D. PADREQUIL
127952	Puerto Elementary School	EAST II	1	HIMAYA Q. CU
315402	Puerto National High School	EAST II	1	ROEL R. LAMBERTE
127953	Suntingon Elementary School	EAST II	1	RONNIE P. URA-URA
127954	Tablon Elementary School	EAST II	1	CORAZON Z. BARTOCES
304105	Tablon National High School	EAST II	1	MARY JEAN L. SUNGAHID
Sub-Total East II			13	



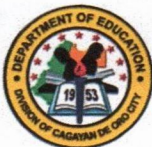
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304113	Angeles Sisters National High School (Consolacion NHS)	NORTH I	1	ROLANDO AUMAN
127962	Consolacion Elementary School	NORTH I	1	JOEL LARIBA
127956	Macabalan Elementary School	NORTH I	1	NAOMI D. TOCMOHAN
304120	Macabalan National High School	NORTH I	1	NORMA B. DELIMA
127957	North City Central School	NORTH I	1	DUQUE A. CAGUINDANGAN
304124	Puntod National High School	NORTH I	1	EMILY A. TABAMO
127958	St. John Elementary School	NORTH I	1	ELENA B. PACAMO
Sub-Total North I			7	
TOTAL Batch 1			57	



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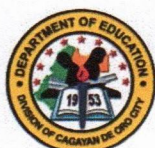
Office of the Schools Division Superintendent

ANNEX A

LIST OF PARTICIPANTS

SCHOOL PERSONNEL – BATCH 2 (November 27-29, 2024)

School ID	School Name	DISTRICT	1 School Head	School Heads
127970	Baluarte Elementary School	SOUTH WEST I	1	JESSICA JOY D. HINACAY
127971	Batinay Elementary School	SOUTH WEST I	1	JOHN PAUL F. PASIGAY
315405	Dansolihon National High School	SOUTH WEST I	1	KARL ANTHONY O. SALISE
127976	Kiam-is Elementary School	SOUTH WEST I	1	JAY T. HEBIA
127977	Lumbia Central School	SOUTH WEST I	1	JINNEFER D. ESPINA
304119	Lumbia National High School	SOUTH WEST I	1	MAURITA M. DONASCO
127982	Pagalungan Elementary School	SOUTH WEST I	1	CHARITO R. JARAULA
305908	Pagalungan National High School	SOUTH WEST I	1	KAREEN J. AGCOPRA
127983	Pigsag-an Elementary School	SOUTH WEST I	1	DENVER E. NERI
306046	Pigsag-an National High School	SOUTH WEST I	1	CHRISTIAN GEM C. PIMENTEL
127984	Taglimao Elementary School	SOUTH WEST I	1	ROWEL R. CAIÑA
304125	Taglimao National High School	SOUTH WEST I	1	Marilou P. Lagac
304127	Tagpangi National High School	SOUTH WEST I	1	Maricel V. Bautista
127988	Tuburan Elementary School	SOUTH WEST I	1	Shela D. Yañez
304128	Tuburan National High School	SOUTH WEST I	1	Edwin O. Mamba



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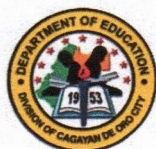


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SCHOOL PERSONNEL – BATCH 2 (November 27-29, 2024)

127989	Tumpagon Elementary School	SOUTH WEST I	1	Anna Lou B. Recaña
315406	Tumpagon National High School	SOUTH WEST I	1	Nelson R. Tacandong Jr.
Sub-Total SouthWest I			17	
502012	Balongkot Integrated School	SOUTH WEST II	1	Saldi P. Vitorillo
127972	Bayanga Elementary School	SOUTH WEST II	1	Norman A. Felisilda
304122	Bayanga National High School	SOUTH WEST II	1	Cielito Estoque
127973	Besigan Elementary School	SOUTH WEST II	1	Engelbert de la Pina
304126	Besigan National High School	SOUTH WEST II	1	Arnold Lee
502015	Cadayonan Integrated School	SOUTH WEST II	1	JAY-AR C. LABAJAN
127974	Dansolihon Elementary School	SOUTH WEST II	1	Rommelyn L. Gonzales
502016	Dunggoan Integrated School	SOUTH WEST II	1	Francis Jay Damit
502017	Iba Integrated School	SOUTH WEST II	1	RUSSELL LOVE P SALUNGAYAN
502003	Magayad Integrated School	SOUTH WEST II	1	CHIBERT L JALA
127979	Mambuaya Elementary School	SOUTH WEST II	1	Rosemarie Tolentino
304121	Mambuaya National High School	SOUTH WEST II	1	ALFREDO C. TONGCO JR.
127980	Man-ai Elementary School	SOUTH WEST II	1	KRIZAIDA ALLEYA A. ESPINOSA-CABARING
305894	Man-ai National High School	SOUTH WEST II	1	DARWIN PRESAS
202002	Mangalay Elementary School	SOUTH WEST II	1	Russell E. Bagas
502006	Midkiwan Integrated School	SOUTH WEST II	1	Marilou L. Lora



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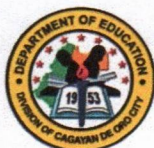


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SCHOOL PERSONNEL – BATCH 2 (November 27-29, 2024)

127985	Tagpangi Elementary School	SOUTH WEST II	1	ISAGANI D OLARTE, JR.
127986	Tignapoloan Elementary School	SOUTH WEST II	1	Marcelina N. Cabaring
304123	Tignapoloan National High School	SOUTH WEST II	1	LORDSON Q. SIANO
127987	Upper Tignapoloan Elementary School	SOUTH WEST II	1	BAYANI R. ROTURAS JR.
Sub-Total SouthWest II			20	
502690	Camansi Integrated School	EAST I	1	Mylene Pimentel
127941	Cugman Elementary School	EAST I	1	Arnold P. Tejero
304115	Cugman National High School	EAST I	1	Rosanna Q. Ubalde
127942	East City Central School	EAST I	1	MAGALLANO, MARIA DEL T.
315407	East Gusa National High School	EAST I	1	MANUEL L. LINCARO JR.
127943	FS Catanico Elementary School	EAST I	1	Vaicar G. Mayake
127944	Gusa Elementary School	EAST I	1	CELSO L. PAGULON
315408	Gusa National High School	EAST I	1	Jocelyn Palabon
304114	Gusa Regional Science High School - X	EAST I	1	Elizer O. Teruel
304118	Lapasan National High School	EAST I	1	Ferdinand Vinco
127946	Malasag Elementary School	EAST I	1	Dennis R. Acheron
Sub-Total East I			11	



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304111	Cagayan de Oro City National High School- Junior High School	SOUTH	1	Maribeth T. Auman
304111	Cagayan de Oro City National High School- Senior High School	SOUTH	1	JERSON B. HERRERO
127964	Camaman-an Elementary School	SOUTH	1	Paul Y. Badon
315404	Camaman-an National High School	SOUTH	1	Cheryl M. Pontillas
127965	Indahag Elementary School	SOUTH	1	Candolyn Quilit
304116	Indahag National High School	SOUTH	1	Adel R. Cambangay Jr.
127945	Kamakawan Elementary School	SOUTH	1	Ma. Censusa Abuel
127966	Macasandig Elementary School	SOUTH	1	Catalina McNair
315410	Macasandig National High School	SOUTH	1	Vanessa Martinez
127967	South City Central School	SOUTH	1	Adelina Encabo
127968	Taguanao Elementary School	SOUTH	1	Jobert Salingay
Sub-Total South			11	
TOTAL Batch 2			59	



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