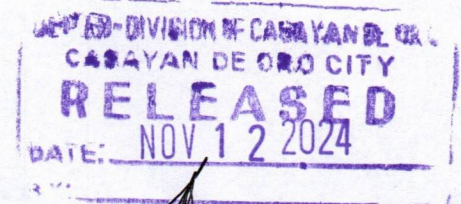




Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

11 November 2024

DIVISION MEMORANDUM

No. 897 s.2024

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

1. Relative to **Division Memorandum No. 784 s. 2024**, the field is hereby informed of the following updates relative to the Finalization Workshop on the Preparation of FY2025 BEDs and SOB, please be guided:

2. Additional Technical Working Group under Finance Strand to wit:

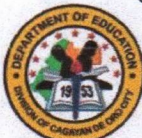
| No. | Name                       | Designation |
|-----|----------------------------|-------------|
| 1   | ANERO, MARIA RUFEL         | AO II       |
| 2   | ALEGADO, KRISCIA           | PDO I       |
| 3   | MAGHANOY, LOURDES          | ADAS III    |
| 4   | ZAMBRANO, HAZEL JOY        | ADAS III    |
| 5   | AMOMONPON, VANESSA GRACE   | ADAS III    |
| 6   | BASANGAN, JONATHAN MICHAEL | ADAS III    |

3. Change of participant/School Head under Macasandig Elementary School:

| No. | Name                                                      | Designation |
|-----|-----------------------------------------------------------|-------------|
| 1   | GAYRAMARA, BASILISA G.<br>(VICE MCNAIR-DUE TO RETIREMENT) | SCHOOL HEAD |

4. School Heads may download the Schools Operating Budget (SOB) Template through this link <http://bit.ly/DepEdCDO-2025SOBTemplate>. The template is for "View Only" and is required to use your DepEd Email to access and download the template. Likewise, the participants are required to answer the MDP Google Form to complete the Monthly Disbursement Plan for FY2025. Links for the MDP2025 are below:

- <https://bit.ly/DepEDCDO-MDP2025Elementary>
- <https://bit.ly/DepEDCDO-MDP2025JHS>
- <https://bit.ly/DepEDCDO-MDP2025SHS>



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5. Submission of the Final School's Operating Budget for FY2025 shall be done through uploading of forms using this Google Form link <https://bit.ly/DepEDCDO-SOB2025>.
6. School Heads are required to bring their laptop and extension wire for those who have not yet submitted their Final Budget Execution Documents for FY2025.
7. Presentation and critiquing of SOB shall be done during the 2<sup>nd</sup> day of the Finalization Workshop for FY2025 BEDs using the template to be provided a week before the scheduled workshop.
8. 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.
9. This Office directs the immediate and wide dissemination of this Memorandum.

**ROY ANGELO E. GAZO**

Schools Division Superintendent

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

BEDS/SOB2025 Workshops



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