



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Central Luzon
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
San Ignacio St., Poblacion, City of San Jose del Monte 3023



December 4, 2018

DIVISION MEMORANDUM
No. **257** s. 2018

To: Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Madrasah Education Program Implementers
All Others Concerned

CY 2019 MADRASAH EDUCATION PROGRAM ANNUAL PLANNING AND BUDGET CONFERENCE

1. Please be informed that the CY2019 Madrasah Education Program Annual Planning and Budget Conference is scheduled on December 19, 2018 at the Division Library Hub.
2. This activity is aimed at preparing effective CY2019 programs/activities/projects and appropriating funds therefor.
3. Participants are listed in Enclosure No.1.
4. Enclosure No.2 shows the Program Matrix.
5. Participants are advised to bring laptop computers and other equipment to ensure that the required outputs will be accomplished.
6. All expenses incidental to the conduct of this activity shall be charged against Madrasah Education Program (MEP) funds while travelling expenses of the participants shall be charged against local or any available funds subject to the usual accounting and auditing procedures.
7. Immediate and widest dissemination of this Memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

LIST OF PARTICIPANTS

SCHOOL	NAME OF ASATIDZ	SCHOOL ALIVE COORDINATORS
Tungkong Mangga Elem. School	Salam S. Ibrahim	Enamar C. Abella
Marangal Elementary School	Raisalam S. Macatana	Donna Mae A. Pando
Graceville Elementary School	Aidah A. Casobidan	Rea Rose M. Macaraeg
BBB Elementary School	Abdulmalic M. Macasalong	Ana Marie L. Quitain
BBD Elementary School	Abdulhamid M. Amerol	Maylein T. Laureano
BBH Elementary School	Abdulwahid B. Abdulgaffur	Lorna M. Cabuhat
	Melanie F. Dimalanta	
Marangal National High school	Rohaima S. Ampaso	Edisa G. Bamuya

WORKING COMMITTEES

I. PROGRAMS AND REGISTRATION

Lorna M. Cabuhat (BBH E/S)/ Enamar C. Abella

II. ACCOMMODATION/ PHYSICAL ARRANGEMENT

Aidah A. Casobidan/ Rea Rose M. Macaraeg

III. DOCUMENTATION

Ana Marie L. Quitain (BBB E/S)/ Edisa G. Bamuya

IV. FOOD DELIVERY AND DISTRIBUTION

Donna Mae A. Pando (Marangal E/S)

Enamar C. Abella (Tungkong Mangga E/S)

V. CERTIFICATES/ TARPAULIN

Maylein T. Laureano (BBD E/S)

ACTIVITY MATRIX

Time	DAY 1
7.30-8:00	Registration
8:00-9:30	Opening Program National Anthem Prayer DepEd CSJDM Hymn Opening Message Rolando T. Sotelo, DEM
9:30-10:30	Budget Performance Review Ma. Socorro B. Lindo
10:30-10:45	Health Break
10:45-12:00	CY2019 Budget Presentation Ma. Socorro B. Lindo
12:00-1:00	Lunch Break
1:00-3:00	Workshop on Preparation of Activity Design/Calendar of Activities for 2019
3:00-4:00	Output Review, Finalization and Submission
4:00-4:30	Other Issues and Concerns Ma. Socorro B. Lindo
4:30-5:00	Closing Ceremony

Prepared:

Reviewed:

MA. SOCORRO B. LINDO
PSDS/Division ALIVE Coordinator

ROLANDO T. SOTELO, DEM
CID Chief