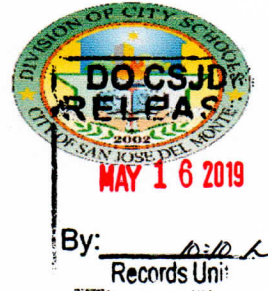




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III – Central Luzon  
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose del Monte 3023



May 14, 2019

**DIVISION MEMORANDUM**  
No. **093** s. 2019

**To: Assistant Schools Division Superintendent**  
**Division Chiefs**  
**All Others Concerned**

**FINALIZATION OF 2019 APP AFTER GAA APPROVAL AND PREPARATION OF 2020 BUDGET PROPOSAL**

1. This is to inform that the Finalization of the 2019 APP after GAA Approval and Preparation of the 2020 Budget Proposal is scheduled on May 20-22, 2019 at Galilee Mansion & Garden Resort.
2. This activity aims to:
  - a. Review and Finalize the 2019 APP after approval of the GAA;
  - b. Prepare the 2020 Budget Proposal;
  - c. Align the WFP with PMIS.
3. Enclosure No. 1 indicates the List of Participants while Enclosure No. 2 shows the Program Matrix.
4. Participants are advised to bring their proposed 2020 Activity Designs, related materials and laptop to ensure that the required outputs will be accomplished.
5. All expenses relative to this activity shall be charged against Division MOOE subject to the usual budget accounting and auditing rules and regulations.
6. Immediate dissemination and strict compliance is enjoined.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

**FINALIZATION OF 2019 APP AFTER GAA APPROVAL AND PREPARATION OF 2020 BUDGET  
PROPOSAL  
May 20-22, 2019**

**LIST OF PARTICIPANTS**

No.	First Name	M.I.	Last Name	Position
<b>OSDS</b>				
1	GERMELINA	H.	PASCUAL	SDS
2	MARIA CARMEN	P.	CUENCO	ASDS
3	KRISTINE JOY	D.	QUEZADA	ACCOUNTANT III
4	ORLANDO	D.	GONZALES	BUDGET OFFICER III
5	MA. JIMA	T.	CADIZ	ADMIN. OFFICER V
6	DENNIS	P.	GARCIA	SUPPLY OFFICER III
7	RODELIO	D.	JIMENEZ	SDO – DRIVER
8	ARTHUR	F.	FRANCISCO	ICT OFFICER
9	JANETTE	D.	STA. MARIA	ADAS III
10	KRIZELLE	I.	AGAPITO	ADAS III
11	LALAINÉ	SP.	BARTOLOME	ADAS III
12	MARIZ	A	DEL ROSARIO	ADAS III
13	REGENALD	D.	SERRANO	ADAS III
<b>CID</b>				
14	ESPERANZA	D.	ESPAÑOLA	PSDS
15	TERESITA	S.	PADILLA	PSDS
16	DARLAN	R.	GRAGEDA JR.	PSDS
17	BELEN	C.	BARTOLOME	PSDS
18	MA. SOCORRO	B.	LINDO	PSDS
19	ELVIRA	S.	DAZA	PSDS
20	JAIME	T.	TUGADE	PSDS
21	LYDIA	T.	VELUNTA	PSDS
22	MARY ANN	M.	NEIRA	PSDS
23	SENEEN	B.	JANE	EPS
24	MARLON	P.	DACLIS	EPS
25	MA. CORAZON	P.	LOJA	EPS
26	MARIA CRISTINA	H.	NOGOY	EPS
27	ANNALYN	L.	GERMAN	EPS
<b>SGOD</b>				
28	ESPERANZA	D.	CRUZ	SGOD CHIEF
29	MA. FELISA	C.	CAMINO	PLANNING OFFICER
30	MARY ANN	L.	SORIANO	MEDICAL OFFICER III
31	BERNADETTE	B.	ROSAROSO	EPS
32	MARIFE	C.	ARANDELA	PDO I
33	MANUEL	T.	CALIBOSO	PDO II
34	MANUEL	P.	DELA CRUZ	SEPS
35	MERLITA	D.	YNCIONG	SEPS
36	ROBESA	R.	HILARIO	SEPS
37	RENATO	L.	IGNACIO	SEPS

**FINALIZATION OF 2019 APP AFTER GAA APPROVAL AND PREPARATION OF 2020 BUDGET PROPOSAL**

**PROGRAM MATRIX**

<b>TIME</b>	<b>PARTICULARS</b>
<b>Day 1 ( In charge – SGOD )</b>	
7:30 – 8:30 AM	Registration
AM	Finalization of 2019 APP after GAA Approval - Dennis P. Garcia
	Status of 2019 Utilization and Presentation of 2020 Regular Fund – Orlando D. Gonzales
	Allocation of 2020 Regular Fund – Germelina H. Pascual, CESO V
12:00 – 1:00 PM	Lunch break
PM	Workshop: Deliberation on 2020 Activities
<b>Day 2 ( In charge – OSDS )</b>	
7:00 – 8:00 AM	Breakfast
AM	Presentation of PPMP for Functional Division
12:00 – 1:00 PM	Lunch break
PM	2020 WFP Preparation and Submission to Planning Officer for consolidation
	Familiarization on PMIS Application
<b>Day 3 ( In charge – CID )</b>	
7:30 – 8:00 AM	Breakfast
AM	Presentation of Consolidated WFP
	Presentation of Consolidated 2020 APP
12:00 – 1:00 PM	Lunch break
PM	Clearing House
	Closing Program