



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



August 29, 2023

DIVISION MEMORANDUM
No. 277, s. 2023

**COMPOSITION OF COMMITTEE ON THE PREPARATION OF THE WORK
AND FINANCIAL PLAN THROUGH EXPENDITURE MATRIX, PPMP, CSE
FOR FY 2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Accountant
Budget Officer
Planning Officer
Division Program Holders (EPSs/PSDICs)
All Others Concerned
This Division

1. Relative to Regional Memorandum No. 427, s. 2023, otherwise known as "*Preparation of the Work and Financial Plan through Expenditure Matrix, PPMP, CSE For FY 2024*", the Planning and Budget Committee shall constitute the following:

Chairman: LORENA P. SERRANO, CESO VI
Assistant Schools Division Superintendent

Co – Chairman: ANGELINA B. BUARON, PhD
Chief, ES/CID

LORNA C. PENONAL, PhD
Chief ES/SGOD

Members: DOROTHY P. NERI
Planning Officer III

ANNA DAPHNE C. MUGAR
Accountant III

MARITES C. SUMINGUIT
Administrative Officer V (Budget Officer III)

Division Program Holders (EPSs/PSDIGs)

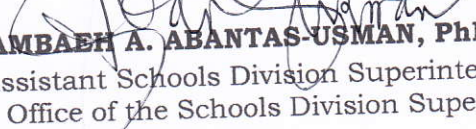


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2. The following summarizes the major processes:
 - a. The said committee shall perform the following functions:
 - i. They shall review and assess all project proposals based on the alignment with the regional/divisional objectives in the REDP/DEDP, feasibility and resource requirements.
 - ii. Prioritize projects based on their significance and impact on the region/division.
 - iii. Allocate the budget accordingly and ensure its alignment with the overall office budget.
 - b. The Finance Division/Unit shall upload in the PMIS the allocation list based on the recommendation of the top management per governance level;
 - c. The functional divisions shall accomplish the expenditure matrix and upload in the PMIS;
 - d. The functional divisions shall prepare the PPMP and CSE and generate the official WFP and APP and CSE;
 - i. Work and Financial Plan, PPMP, CSE by the Operating Unit;
 - ii. Summary of Obligation and Disbursement Program by the PPAs by Finance Division/Unit;
 - iii. Annual Procurement Plan by the procurement; and
 - iv. Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE) by the supply unit.
3. The WFP, APP and APP-CSE must be completed by August 31, 2023.
4. For strict compliance.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

SAAU/GCB/08/29/2023
To be indicated in the Perpetual Index
under the following subjects:
Work and Financial Plan



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