



Republic of the Philippines  
**Department of Education**



**DIVISION OF MISAMIS ORIENTAL**

**MEMORANDUM**

August 15, 2018

No. **456**, s. 2018

TO : District Finance Service Team  
Secondary IUs Senior Bookkeepers  
Division Office Finance Personnel  
*This Division*

FROM :   
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent 

SUBJECT : **TRAINING WORKSHOP-CUM-COORDINATION MEETING  
ON THE PREPARATION & SUBMISSION OF FY 2019  
BUDGET EXECUTION PLANS (PPMP, SOB, WFP & APP)**

1. To enhance our agency's capability in efficiently providing high quality services through the proper implementation of the provisions of the Performance Based Bonus (PBB) Requirements, this office shall hold a **Training Workshop-Cum-Coordination Meeting on the Preparation and Submission of FY 2019 Budget Execution Plans (PPMP, SOB, WFP & APP)** on August 29-31, 2018 at a venue to be set.
2. This activity is geared towards the following objectives:
  - 2.1. To prepare, consolidate and submit BEDs FY2019 on time;
  - 2.2. To enhance the quality and delivery of planning, budget, accounting and procurement services;
  - 2.3. To establish internal control measures;
  - 2.4. To improve online financial reporting, monitoring and evaluation system.
3. District Finance Teams, Secondary IU Bookkeepers, Division Office Finance personnel and the Working Committee are directed to attend and shall register online thru the link provided at the Division Finance Service Team FB Group.
4. Participants are required to bring the following:
  - 4.1. Laptop with extension wire, flash drive
  - 4.2. Portable Wi-Fi with internet
  - 4.3. Consolidated SOB & APP 2019 by district (hard & softcopies)
  - 4.4. Plain blue polo shirt/upper to be worn on Day 2
5. Attached are the List of Participants and Program of Activities.
6. The first meal to be served is Breakfast on Day 1, August 29, 2018 while last meal to be served is Lunch on Day 3, August 31, 2018. Hence, participants are expected to be at the venue before 8:00 A.M.

7. Travel and incidental expenses shall be charged against School MOOE for field personnel and Division MOOE for Division Office personnel. Function, accommodation and training expenses shall be charged against Division INSET/HRTD Funds subject to the usual accounting, budgeting and auditing guidelines, rules and regulations.
8. For compliance and guidance.



FINANCE-MLT

*Encl: As stated*

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

BEDs	MEETING	TRAINING-WORKSHOP
PLANNING	PROCUREMENT	BUDGET
FINANCE		

**TRAINING WORKSHOP CUM COORDINATION MEETING ON THE PREPARATION &  
SUBMISSION OF FY 2019 BUDGET EXECUTION PLANS (PPMP, SOB, WFP & APP)  
Malasag Eco-Tourism Village and Gardens, Cugman, Cagayan de Oro City  
August 29-31,2018**

**OFFICIAL LIST OF PARTICIPANTS**

<u>No.</u>	<u>District</u>	<u>School</u>	<u>Name</u>	<u>Position</u>
1	Alubijid	Alubijid CS	MAGHUYOP, LEO BENEDICT G.	ADAS III
2	Alubijid	Alubijid District	LOGROÑO, REINA CHRISTI BAGARINAO	ADAS III
3	Alubijid	Alubijid NCHS	BURLAT, EDA KAREEN C.	ADAS III
4	Alubijid	Alubijid NCHS	PACULBA, JEWEL GAYLE L.	ADAS II
5	Alubijid	Alubijid NCHS	VALMORES, ARLENE	PDO
6	Alubijid	Lourdes Alubijid NHS	LABARES, MARIEL N.	ADAS III
7	Balingasag	Balingasag S.A. SHS	TINOY, CHARES MYLENE B.	ADAS II
8	Balingasag	Lantad IS	RAMOSO, RONEL D. SR.	ADAS II
9	Balingasag	MONHS	PANGILINAN, TERESITA Y.	ADAS II
10	Balingasag	San Juan NHS	CABASA, RACKY A.	ADAS III
11	Balingasag North	Balingasag CS	DAHANG, MERLINA R.	ADAS III
12	Balingasag North	Balingasag CS	SIAREZ, DULCE CRISTINA C.	ADAS II
13	Balingasag South	Balingasag District	VILLADORES, DALE VINCENT C.	ADAS III
14	Balingasag South	Baliwagan CS	PABONITA, JANMAE D.	ADAS III
15	Balingasag South	Baliwagan NHS	PADEROG, MARY GRACE F.	ADAS II
16	Balingasag South	Baliwagan SHS	DAHANG, EDISON T.	ADAS II
17	Balingasag South	San Isidro NHS	CUETO, PINKY T.	ADAS III
18	Balingasag South	Baliwagan CS	TABUDLONG, MAURILLO JR. C.	ADAS II
19	CDO	MOGCHS	HAMBRE, ERNESA M.	ADAS III
20	Claveria	Aposkahoy SHS	BUOT, JENETH S.	ADAS II
21	Claveria	Claveria CS	BALBIDO, JULIUS M.	ADAS III
22	Claveria	Claveria CS	BANDALA , JOJIE LOPENA	ADAS II
23	Claveria	Claveria District	IMAN, MARICAR M.	ADAS III
24	Claveria	Hinaplanaan SHS	QUEZON, CHERRY ROSE O.	ADAS II
25	Claveria	Mat-I Claveria SHS	PASCO, GERLYN O.	ADAS II
26	Claveria II	Malagana SHS	VIENTE, AILENE G.	ADAS II
27	Initao	INCHS	BERNALDEZ, MAYCILLE	ADA II
28	Initao	INCHS	ECHAVEZ, MARY GRACE Q.	ADAS III
29	Initao	Initao CS	OLMILLA, KATHLEEN A.	ADAS II
30	Initao	Initao CS	TANGOTI, JOHAINA ACMAD	ADAS III
31	Initao	Initao SHS	AGUILAR, MAIDY B.	ADAS II
32	Initao	Kalacapan SHS	PIIT, MARICHI ABALOS	ADAS II
33	Jasaan	Bobontugan NHS	FLORES, MATILDE C.	ADAS III
34	Jasaan	Jasaan CS	GO, JAYSON P.	ADAS II
35	Jasaan	Jasaan CS	SAGUING, QUINT BECKER ABELLANOSA	ADAS III
36	Jasaan	Jasaan SHS	EMLANO, JESAMAE A.	ADAS II
37	Jasaan	Jasaan SHS	QUEZON, FELY R.	AO II
38	Kinoguitan	Esperanza NHS	SALON, MA. FLORITA O.	ADAS III
39	Kinoguitan	Esperanza SHS	RAPAL, ROCHELLE A.	ADAS II
40	Kinoguitan	Kinoguitan CS	ZULIETA, MARICEL M.	ADAS III
41	Kinoguitan	Kinoguitan District	RAMOSO, RICKY M.	ADAS III

**TRAINING WORKSHOP CUM COORDINATION MEETING ON THE PREPARATION &  
SUBMISSION OF FY 2019 BUDGET EXECUTION PLANS (PPMP, SOB, WFP & APP)  
Malasag Eco-Tourism Village and Gardens, Cugman, Cagayan de Oro City  
August 29-31,2018**

**OFFICIAL LIST OF PARTICIPANTS**

<u>No.</u>	<u>District</u>	<u>School</u>	<u>Name</u>	<u>Position</u>
42	Kinoguitan	Kinoguitan NAHS	PABELLAN, RESYL B.	ADAS II
43	Kinoguitan	Kinoguitan SHS	MAESTRADO, MARIFE A.	ADAS II
44	Kinoguitan	Mantangale NHS	NAVARRO, JAY Q.	ADAS III
45	Kinoguitan	Mantangale SHS	GUMANIT, WILLIAM G. JR.	ADAS II
46	Lagonglong	Dampil NHS	EMPINADO, JOANN B.	ADAS III
47	Lagonglong	Dampil NHS	PALAMINE, JAN PAUL A.	ADAS II
48	Lagonglong	Lagonglong CS	VILLAR, MARILYN B.	ADAS III
49	Lagonglong	Lumbo NHS	TUCMO, GERALD C.	ADAS III
50	Lagonglong	Lumbo SHS	BACASMAS, RODA MAE A.	ADAS II
51	Laguindingan	Laguindingan CS	BALILI, JOHN CARLO E.	ADAS II
52	Laguindingan	Laguindingan CS	BUNAYOG, MAHALIA J.	ADAS III
53	Laguindingan	Laguindingan District	SAGUING, MARIO CARLO A.	ADAS III
54	Laguindingan	Laguindingan NHS	RAGRAG, CORAZON O.	ADAS III
55	Laguindingan	Laguindingan SHS	MABELIN, SWEET FRANCES B.	ADAS II
56	Laguindingan	Laguindingan SHS	MAGDUGO, SHAYNE YANNA	AO II
57	Libertad	Libertad CS	EDMILAO, LILIAN G.	ADAS III
58	Libertad	Libertad NHS	LAGAS, CHERRY JEAN D.	ADAS III
59	Libertad	Matangad NHS	SAGUING, FAMILA S.	ADAS III
60	Lugait	Lugait CS	BARANGGAN, MELDALYN S.	ADAS III
61	Lugait	Lugait District	BALA, MILJUDE B.	ADAS III
62	Lugait	Lugait NHS	RAMBOYON, JOSEPH M.	ADAS II
63	Lugait	Lugait SHS	ARIASA, JENNIFER C.	AO II
64	Lugait	Lugait SHS	BAANG, LOVELLE R.	ADAS II
65	Magsaysay	Consuelo SHS	LIGSANAN, CHRISTINE S.	ADAS II
66	Magsaysay	Kibungsod CS	FAELNAR, MARIVIC ANACAYA	ADAS II
67	Magsaysay	Kibungsod SHS	CABLAY, NIÑOJOMAR C.	AO II
68	Magsaysay	Kibungsod SHS	MAPUTE, CAROL JOY C.	ADAS II
69	Magsaysay	Magsaysay CS	JUMARAN, GEMMA S.	ADAS II
70	Manticao	Cabalantian NHS	BALOYOS, ANNALYN F.	ADAS III
71	Manticao	Cabalantian SHS	GAA, MARIA REMIE N.	ADAS II
72	Manticao	Manticao CS	OMPOC, JUAYMAH	ADAS II
73	Manticao	Manticao CS	PEPITO, IRISH T.	ADAS III
74	Manticao	Manticao NHS	BUGAY, ROSEL CONOG	ADAS III
75	Medina	Medina CS	HILAOS, LOVELY THERESE P.	ADAS III
76	Medina	Medina CS	OLACO, MARIANO S.	ADAS II
77	Medina	Medina District	JOSON, JUNALENE B.	ADAS III
78	Medina	Medina NCHS	ASPRIL, MARIETTA T.	ADAS III
79	Medina	Medina NCHS	GUTIERREZ, QUEENIE LIEZL B.	ADAS II
80	Medina	Medina SHS	CAHARIAN, CAMILLE	AO II
81	Medina	Portulin NHS	ALGUZAR, FLORAME B.	ADAS III
82	Medina	Portulin SHS	ENTERINA, CHARISSE M.	ADAS II

**TRAINING WORKSHOP CUM COORDINATION MEETING ON THE PREPARATION &  
SUBMISSION OF FY 2019 BUDGET EXECUTION PLANS (PPMP, SOB, WFP & APP)  
Malasag Eco-Tourism Village and Gardens, Cugman, Cagayan de Oro City  
August 29-31,2018**

**OFFICIAL LIST OF PARTICIPANTS**

<u>No.</u>	<u>District</u>	<u>School</u>	<u>Name</u>	<u>Position</u>
83	Naawan	Maputi SHS	BRIAN, NERISSA AMOR B.	ADAS II
84	Naawan	Mat-I Naawan NHS	HAMBRE, MARLYN	ADAS II
85	Naawan	Mat-I Naawan SHS	BARLISAN, STELLA LEAH B.	ADAS II
86	Naawan	Naawan CS	CAÑEDA, CHERRY MAE M.	ADAS II
87	Naawan	Naawan CS	RAMOS, MERCY P.	ADAS III
88	Naawan	Naawan District	CANOY, JEMROD R.	ADAS III
89	Naawan	Naawan NHS	JO, JOEL T.	ADAS III
90	Opol	Bagocboc NHS	QUERING, RHEA MAE C.	ADAS II
91	Opol	Opol CS	OMANDAM, MARY ANN T.	ADAS II
92	Opol	Opol CS	SUAREZ, JEWOLAC J.	ADAS III
93	Opol	Opol NSTS	UDARBE, MA. CORAZON L.	ADAS III
94	Opol	Opol NSTS SHS	OREDINA, VERA O.	AO II
95	Opol	Opol SHS	TAMAYO, MARKCON GERARD O.	ADAS II
96	Salay	Inobulan HG NHS	SALVAÑA, JEELOR A.	ADAS III
97	Salay	Looc NHS	NANOL, RHEA CASSANDRA Q.	ADAS II
98	Salay	Salay CS	ODCHIGUE, MARY JEAN LABADAN	ADAS III
99	Salay	Salay District	VALMORIA, JENNIFER Z.	ADAS III
100	Salay	Salay NHS	BAYLIN, JOY AMOR A.	ADAS III
101	Salay	Salay SHS	ZAPORTIZA, ZACHARY G.	ADAS II
102	SDO	SDO	ANOC, ELMAR G.	ADAS III
103	SDO	SDO	BACAS, CHRISTY JOY JALAMAN	ADAS III
104	SDO	SDO	BUTRON, PATRICIA APRIL M.	ADAS II
105	SDO	SDO	CARACHO, ARNIL N.	ADA VI
106	SDO	SDO	CRUZ, ELEONOR P.	AO IV
107	SDO	SDO	DELA VICTORIA, RENDOLPH G.	J.O.
108	SDO	SDO	DEQUINO, GERLY G.	ADAS II
109	SDO	SDO	GALARPE, KRISTOFFER C.	ADAS III
110	SDO	SDO	GAMOROT, EDWIN L.	PO III
111	SDO	SDO	IPANAG, DAISY G.	ADAS II
112	SDO	SDO	JUMANGUIN, CECILE P.	ADAS III
113	SDO	SDO	LAGROSAS, JAIREN PEARL L.	ADAS III
114	SDO	SDO	LANOZO, POCHOLO RALPH P.	ADAS II
115	SDO	SDO	MADRID, GERRY P.	EPS II
116	SDO	SDO	OGUIMAS, MELODY B.	ADAS III
117	SDO	SDO	PALER, CECIL EMELY D.	ADAS II
118	SDO	SDO	QUIBLAT, ANALOU B.	ADAS II
119	SDO	SDO	RANALAN, ANGELITA S.	Accountant III
120	SDO	SDO	SALISE, REGIE D.	J.O.
121	SDO	SDO	SALISID, JOCELYN B.	ADAS III
122	SDO	SDO	TEJANO, MARK LORREN T.	AO V
123	SDO	SDO	VALMORES, CHERRYL B.	ADAS III

**TRAINING WORKSHOP CUM COORDINATION MEETING ON THE PREPARATION &  
SUBMISSION OF FY 2019 BUDGET EXECUTION PLANS (PPMP, SOB, WFP & APP)  
Malasag Eco-Tourism Village and Gardens, Cugman, Cagayan de Oro City  
August 29-31,2018**

**OFFICIAL LIST OF PARTICIPANTS**

<u>No.</u>	<u>District</u>	<u>School</u>	<u>Name</u>	<u>Position</u>
124	SDO	SDO	ZERNA, ELSIE B.	ADAS II
125	Sugbongcogon	Binuangan NHS	TUMAMAC, MAY MARYNILLE V	ADAS II
126	Sugbongcogon	Binuangan SHS	TACNA, DAISY A.	ADAS II
127	Sugbongcogon	Sugbongcogon CS	ZARATE, HELPHA QUIJADA	ADAS III
128	Sugbongcogon	Sugbongcogon District	QUINTANA, LOVELY G.	ADAS III
129	Sugbongcogon	Sugbongcogon NHS	PAHUNANG, BEBELYN M.	ADAS III
130	Sugbongcogon	Sugbongcogon SHS	MISO, MARJORIE D.	ADAS II
131	Tagoloan	Rosario NHS	PELAEZ, GERALD SAS K.	ADAS III
132	Tagoloan	Sta.Ana NHS	LISING, JAPHET PAUL S.	ADAS II
133	Tagoloan	Sta.Ana NHS	TAGANAS, JULIET C.	ADAS III
134	Tagoloan	Sta.Ana SHS	RAGANDANG, JOY E.	ADAS II
135	Tagoloan	Tagoloan CS	PACULBA, KEITH EILENE JANE P.	ADAS III
136	Tagoloan	Tagoloan CS	PONGCOL, PETE JOHN NESTY B.	ADAS II
137	Tagoloan	Tagoloan NHS	ACEDO, MARIA CECILIA D.	ADAS II
138	Tagoloan	Tagoloan SHS	PALAMINE, MABEL P.	ADAS II
139	Talisayan	Sta. Ines NHS	PANOGOT, ROY MARIO UCAT	ADAS III
140	Talisayan	Sta. Ines SHS	BUTALID, LEAHN M.	ADAS II
141	Talisayan	Talisayan CS	AGBU, LEOBERT Y.	ADAS III
142	Talisayan	Talisayan District	SALVAÑA, LUDMILLA D.	ADAS III
143	Talisayan	Talisayan NHS	BACONG, CARMELA M.	ADAS II
144	Talisayan	Talisayan NHS	OPISO, ELMERLE A.	ADAS III
145	Talisayan	Talisayan SHS	BAJA, GLADJORI P.	ADAS II
146	Villanueva	Kalingagan NHS	ENOVERO, JOHN VICTOR E.	ADAS III
147	Villanueva	Tambobong-Balacanas SHS	DIMASANGCAY, MENZIE G.	ADAS II
148	Villanueva	Villanueva CS	MENDEZ, ANGELYN G.	ADAS III
149	Villanueva	Villanueva CS	PALASOL, DEXTER JAMIS	ADAS II
150	Villanueva	Villanueva SHS	UAYAN, MANILYN F.	ADAS II

**TRAINING WORKSHOP CUM COORDINATION MEETING ON THE PREPARATION & SUBMISSION OF FY 2019 BUDGET EXECUTION PLANS (PPMP, SOB, WFP & APP)**  
August 29-31, 2018

**PROGRAM OF ACTIVITIES**

DAY / TIME	ACTIVITIES	PERSON IN-CHARGE
<b>DAY 1</b>		
07:30 – 9:00	Registration and administration of training needs, breakfast	WorkingCom
9:00 – 10:00	Opening Program  National Anthem Invocation Introduction of Participants/Resource Persons/Facilitators Welcome Remarks Statement of Purpose Inspirational Message by SDS SDS Time or his representative	Ms. Reina Consolacion - Master of Ceremonies AVP  Assigned Secretariat WorkingCom Mr. Tejano Mr. Gamorot SDS Randolph B. Tortola or his representative
10:00 – 12:00	<b>Session 1: The APP and PPMP</b>	Ms. Cruz
10:30 – 10:30	WORKING SNACKS	
12:00 – 01:00	LUNCH /Check-in Time	
01:00 – 01:30	Unfreezing Exercises	NewlyHired Finance Personnel
01:30 – 03:30	<b>Session 2: The SOB</b>	Mr. Tejano
03:00 – 03:30	WORKING SNACKS	
03:30 – 05:30	<b>Session 3: The WFP</b>	Mr. Gamorot
05:30 – 09:00	DINNER / Socials Night	
<b>DAY 2</b>		
06:30 – 07:30	BREAKFAST	
07:45 – 08:00	Checking of Attendance/Unfreezing Exercises	NewlyHired Finance Personnel
08:00 – 12:00	<b>Workshop 1: Consolidation of APP</b>	Mr. Caracho/Ms. Valmores
10:30 – 10:30	WORKING SNACKS	
12:00 – 01:00	LUNCH	
01:00 – 01:30	Unfreezing Exercises	NewlyHired Finance Personnel
1:30 – 5:30	<b>Workshop 2: Consolidation of SOB</b>	Mr. Galarpe
5:30 – 6:30	DINNER	
<b>DAY 3</b>		
06:30 – 07:30	BREAKFAST	
07:45 – 08:00	Checking of Attendance/Unfreezing Exercises	Bookkeepers
08:00 – 09:30	<b>Session 4: Coordination Meeting</b>	Ms. Ralan
09:30 – 10:30	<b>Session 5: What Went Wrong? Issues &amp; Concern</b>	Facilitators
10:30 – 10:30	WORKING SNACKS	
10:30 – 12:00	<b>Session 7: What Went Well? Best Practices in Planning, Monitoring &amp; Evaluation</b>	Mr. Gamorot Mr. Madrid
12:00 – 01:30	LUNCH/Checkout Time	
01:00 – 03:00	<b>Session 8: Presentation of Output Closing Program</b>  <i>Impression Challenge</i>  <i>[Feedback/Evaluation, Giving of Certificates, Acknowledgement]</i> <i>Makabayan Song Prayer</i>	Participants WorkingCom Bookkeeper-MC Participant Participant   AVP AVP
03:00 – 03:30	SNACKS /	
03:30 – 06:00	HOME SWEET HOME	
	End of Training	