



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

March 15, 2024

DIVISION MEMORANDUM

No. 166, s. 2024

**RECONSTITUTION OF THE DIVISION PLANNING TEAM (DPT) AND
DIVISION PLANNING AND BUDGETING COMMITTEE (DPBCom)**

TO : Assistant Schools Division Superintendents
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/In-charge of the District
Public Elementary and Secondary School Heads
Section Heads
All Others Concerned

1. Pursuant to the Regional Memorandum No. 277 and 278, s. 2024 dated March 1, 2024 on the Reconstitution of the DepEd Region V Regional Planning and Budgeting Committee (RPBCom) and Reconstitution of the DepEd Region V Regional Planning (RPT) respectively, this office hereby announces the Reconstitution of the Division Planning and Budgeting Committee (DPBCom) and Division Planning Team (DPT) of the Schools Division of Catanduanes. To ensure that plans and budget proposals are aligned with the DepEd's CO and RO strategic thrusts and directions, strategies, interventions, and programs/project/activities (PPAs). In addition, ensure representation and maximum participation of all functional units and relevant stakeholders in the Division Strategic Planning Process. And full implementation of the Planning and Budget Strategy Policy.

2. The composition of the DPBCom and DPT is as follows:

Chairperson	SOCORRO V. DELA ROSA Schools Division Superintendent
Co-Chairperson	CECILE C. FERRO Schools Division Superintendent
Members	ROMEL G. PETAJEN Chief Education Supervisor, CID MARY JEAN S. ROMERO Chief Education Supervisor, SGOD MA. CIELO C. TUBALE Administrative Officer V (Budget)
By invitation	CID, Education Program Supervisors and one (1) Public Schools District Supervisor representative SGOD, Senior Education Program Supervisors, Medical Officer III and Engineer III OSDS, Accountant III, Legal Officer, ITO and all Administrative Officers IV <i>(Program Owners with downloaded funds)</i>

4. The major tasks of the DPBCom include but not limited to the following:

- Shall provide technical assistance to ensure that plans and budget proposals are aligned to the national government priorities as embodied in the 8-point Socioeconomic Agenda and the 2023-2028 Philippine Development Plan (PDP) and those embedded in our Basic Education Development Plan (BEDP) 2030;
- Shall ensure that plans and budget proposals respond and aligned to the national priorities, the MATATAG basic education agenda, which envisions an accessible, equitable, and quality basic education services to ensure resiliency and well-being of its learners through established enabling mechanisms for governance;



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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- c. Shall conduct review of the final draft of plans and budget proposals to ensure that the proposals are supported by details to justify the need and how these answer the criteria set for the formulation of plans and budget. Specifically, proposals shall be accompanied by:
- i. Rationale/Situationaire – pressing concerns of the region and division needed to be addressed based on the situational analysis
 - ii. Objective/s – desired outcomes given the situation, priority areas (specific areas of concern)
 - iii. Intervention/s – priority strategies, programs, projects, activities, or policies being proposed to address the identified issues and concerns and to meet the set targets; and
- d. Shall review and evaluate the submitted plans and budget proposals to ensure that they are relevant, feasible, and implementation-ready bin consideration of the following criteria, to wit:

Criteria	Consideration
Relevant	<ul style="list-style-type: none"> • Increase access of learners to basic education, improve school environment and learner' ratio • Plans are based on the situational analysis and needs of the client to be served • The Programs/Projects/Activities (PPAs) must be within the offices mandate and functions
Feasible	<ul style="list-style-type: none"> • Plans can be realized/delivered within the year • Historical performance for the past three years (3) years, physical accomplishments are at least nearing 100%
Implementation Ready	<ul style="list-style-type: none"> • Implementable within the year • Proposals have clear, comprehensive and complete submission of supporting documents • Proposal has considered dependencies and ensures synchronicity with prerequisite outputs and/processes from other offices

5. The task of DPT are as follows:
- a. Lead the planning process by convening the members of the Team and Secretariat;
 - b. Identify data requirements and initiate data collection;
 - c. Conduct situational analysis;
 - d. Draft the strategic plan;
 - e. Subject the draft Plan to stakeholder consultations for review;
 - f. Revise the Plan based on the comments and inputs from the consultations; and
 - g. Finalize and communicate the Plan
6. The Technical Secretariat Team is hereby organized as follows:

Chair	REY C. BONAYON Planning Officer III
Co-Chair	Senior Education Program Specialist, PRS
Members	MARK ANTHONY U. TABO Administrative Assistant I
	ELIZABETH S. URBANO Education Program Specialist II
	JENELYN L. DEL BARRIO Administrative Aide IV



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Members	ROMA ANGELEE A. SOLEYBAR Administrative Officer II
	CRISTY S. DE LEON Administrative Assistant III
	CHRISTIAN V. BELCHEZ Administrative Assistant III

6. The DPBCom and DPT Technical Secretariat Team shall participate and assist in the development planning process through:
- Preparation of complete staff work (historical data on KPIs performance, projections, situation);
 - Provide overall technical and administrative support necessary for the DPBCom and DPT; and
 - Ensure that all deliverables and agreements are acted upon and accomplished completely, accurately, and on time
7. Dissemination and implementation of this memorandum is desired.


SOCORRO V. DELA ROSA
Schools Division Superintendent