

DepEd-Division of Catanduanes

RECORDS SECTION

RELEASED

BY: [Signature] No. 490

DATE: JUN 03 2025 ME: 8:43

May 30, 2025

DIVISION MEMORANDUM
No. 490, s. 2025

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

TO : Assistant Schools Division Superintendents
Chief Education Supervisors
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 Team (RPT)" respectively, this Office hereby announces the Reconstitution of the Division Planning and Budgeting Committee (DPBCom), Division Planning Team (DPT) and their Secretariat for the Schools Division of Catanduanes with the following members:

Chairperson	CECILE C. FERRO CESO VI Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent
Co-Chairperson	DELFIN A. BONDAD Public Schools District Supervisor Officer-in-Charge Office of the Assistant Schools Division Superintendent
Members	ROMEL G. PETAJEN Chief Education Supervisor, CID MARY JEAN S. ROMERO Chief Education Supervisor, SGOD LIZA R. BERNARDO Administrative Officer V (Budget) ANGELO JAMES O. AGUINALDE Accountant III
By invitation	CID Education Program Supervisors One (1) Public Schools District Supervisor representative SGOD Senior Education Program Specialists Medical Officer III Engineer III Legal Officer Information Technology Officer Administrative Officer V (Admin) Administrative Officer IV <i>Program Owners with downloaded funds</i>



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4. The major tasks of the DPBCom include, but not limited to, the following:
- a. 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;
 - b. Ensure that plans and budget proposals respond and are aligned to the national priorities, the MATATAG basic education agenda, which envisions accessible, equitable, and quality basic education services to ensure resiliency and well-being of its learners through established enabling mechanisms for governance;
 - c. Conduct a 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 – 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. Review and evaluate the submitted plans and budget proposals to ensure that they are relevant, feasible, and implementation ready in consideration of the following criteria:

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 tasks of the 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.



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6. The Technical Secretariat shall be composed of the following:

Chairpersons	FLOREN P. CLAVO Senior Education Program Specialist, PRS
	REY C. BONAYON Planning Officer III
Members	ROSANA T. PADILLA Administrative Assistant III (Budget)
	ELIZABETH S. URBANO Education Program Specialist (SGOD)
	ROMA ANGELEE A. SOLEYBAR Administrative Officer II (HRM Office)
	MARK ANTHONY U. TABO Administrative Assistant III (HRM Office)
	JUANITO P. TORRES Administrative Assistant III (Accounting)
	(Vacant) Administrative Aide IV (CID)

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


Digitally signed by
Ferro
CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent
Cecile C. Ferro
Canaveral