



August 28, 2024

**OFFICE MEMORANDUM**

No. 274, s. 2024

**WORKSHOP ON THE DEVELOPMENT OF THE SCHOOLS DIVISION OFFICE INVESTMENT PROGRAM 2026 - 2028**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 SDO Unit Heads/ SDO Planning Team  
 All Others Concerned

1. Relative to the issued Regional Memorandum No. 00669, s. 2024, re: Training-Workshop on the Development of Regional Investment Plan and Translating It to Work and Financial Plans in Program Management Information System (PMIS), this Office will be conducting the workshop on the development of the Schools Division Office Investment Program 2026 - 2028 on August 30, 2024, at the SGOD Office at 8:00 AM to 5:00 PM.

2. This workshop aims to extend technical assistance and step-by-step guide to the concerned personnel on the development of the Schools Division Office Investment Program 2026 - 2028. It is important that the workshop be conducted to be able to submit the expected output to the Regional Office on or before September 5, 2024.

3. The expected participants are the following:

- a. Asst. Schools Division Superintendent
- b. From the Functional Divisions

CID	SGOD	OSDS
Chief Education Supervisor	Chief Education Supervisor	AO V (Administrative Services)
Education Program Supervisors	Education Program Supervisor	AO V (Budget)
	Medical Officer III	Attorney III (Legal Unit)
	Engineer III (Physical Facilities)	Division Accountant
	All SEPS	AO IV (Personnel)
	Planning Officer III	AO IV (Property and Supply)
	PDO II (DRRM)	AO IV (Records)
	PDO I (YFD)	ITO (ICT Unit)

4. Please see the indicative program matrix in the enclosure for reference.

5. Immediate dissemination of and strict compliance with this Memorandum is desired.

**CECILE C. FERRO, CESO VI**  
 Asst. Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**Indicative Program Matrix**

Time	Activity	In-Charge
8:00 – 9:00 AM	<b>Opening Preliminaries</b>	
	Opening Prayer	<b>Nathalie Barba</b> COS
	Roll Call: Acknowledgment of the Participants	
	Opening Remarks	<b>Mary Jean S. Romero</b> CES-SGOD
	Message	<b>Cecile C. Ferro</b> ASDS OIC – Office of the SDS
	Statement of Purpose and Objectives	<b>Liza R. Bernardo</b> AO V (Budget Officer)
9:00 AM to 12 PM	Investment Programming	<b>Liza R. Bernardo</b> AO V (Budget Officer)
	Comprehensive Investment Programming Guidelines	<b>Floren P. Clavo</b> SEPS-PRU  <b>Elizabeth S. Urbano</b> EPS II-HRD
1:00 PM to 3 PM	Workshop in the Development of Schools Division Office Investment Program 2026 – 2028	<b>Participants</b>
3:00 PM to 5:00 PM	Finalization of the Outputs	<b>Participants</b>