



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES
SAN ROQUE, VIRAC, CATANDUANES

MEMORANDUM

SGOD-PRS-UM-11-04-2022/RCB

TO : **MA. LUISA T. DELA ROSA** – Asst. Schools Division Superintendent
ROMEL G. PETAJEN - Chief Education Supervisor (CID)
MARY JEAN S. ROMERO - Chief Education Supervisor (SGOD)
MA. CIELO C. TUBALE - Administrative Officer V (Budget)
ANGELO JAMES O. AGUINALDE - Accountant III
ANJO G. TUGAY - SEPS (PRS)
SARAH S. CHIONG - SEPS (SMME)
JENNIFER B. METICA - Information Technology Officer I
ELIZABETH S. URBANO - Education Program Specialist II (HRD)
JENELYN T. LAID - Administrative Aide III
REY C. BONAYON - Planning Officer III

FROM : **SUSAN S. COLLANO**
Schools Division Superintendent

SUBJECT : **ONLINE PREPARATION AND UPLOADING OF FY 2023 WORK AND FINANCIAL PLAN (WFP) TO PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)**

DATE : November 4, 2022

In relation with Regional Memorandum regarding Online Submission of SDOs' WFPs, PPMP, APP and APP-CSE for FY 2033 dated October 7, 2022, you are hereby directed to prepare and upload respective FDs WFPs FY 2023 to PMIS. All involved key personnel are reminded that the Expenditure Matrix (EM) should be reviewed by PRS, Budget Section, and other members of the Planning Team prior to the SDS's approval and final signing of WFPs to be submitted to PPRD.

Further, prepared and uploaded FDs WFPs will be presented to Schools Division Superintendent on November 11, 2022 before submitting online.

For clarifications and technical assistance, please contact Rey C. Bonayon of Planning and Research Section through the email address rey.bonayon@deped.gov.ph, contact no. 09196015804 or messenger.

For compliance.

