



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

24 Feb 2025

DIVISION MEMORANDUM

No. **032**, s. 2025

CHANGES AND ADDITIONAL INFORMATION ON THE SUBMISSION OF THE 2025 SCHOOL ANNUAL IMPLEMENTATION PLAN (PILLAR), SCHOOL OPERATING BUDGET, PROJECT PROCUREMENT MANAGEMENT PLAN, ANNUAL PROCUREMENT PLAN, AND WORK AND FINANCIAL PLAN

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Please be informed that the Planning and Research Section is set to check School Annual Implementation Plans (Pillar), School Operating Budget, Project Procurement Plans, Annual Procurement Plan, and Work and Financial Plans on the following dates:

Schedule	Cluster	Venue
February 26, 2025 8:30 a.m. - 12:00 p.m.	Maitum 1, Maitum 2, Kiamba 1, and Kiamba 2	District Office/ San Felipe Central Elementary School
February 26, 2025 1:00 p.m. - 5:00 p.m.	Maasim 1, Maasim 2, Maasim 3, and Kiamba 3	
February 27, 2025 8:30 a.m. - 12:00 p.m.	Glan 3 and Glan 4	Glan School of Arts and Trades
February 27, 2025 1:00 p.m. - 5:00 p.m.	Glan 1 and Glan 2	
February 28, 2025 8:30 a.m. - 12:00 p.m.	Malungon 1 and Malungon 2	Malungon Central Elementary School
February 28, 2025 1:00 p.m. - 5:00 p.m.	Malungon 3 and Malungon 4	
March 4, 2025 8:30 a.m. - 12:00 p.m.	Alabel 1, Alabel 2, and Alabel 3	SDO Conference Room
March 4, 2025 1:00 p.m. - 5:00 p.m.	Alabel 4, Malapatan 1, Malapatan 2, and Malapatan 3	

2. Schools are required to send at least one participant, who may be the School Head, Administrative Assistant, or Administrative Officer. Each participant must bring their own laptop, printer, extension cord, as well as both electronic and hard copies of the necessary documents. Late arrivals without a valid reason will not be accommodated.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI


3. To ensure the smooth and proper conduct of the activity, a technical working group is constituted to be composed of the following personnel:

Name of Personnel	Position
1. Felipe B. Tuyogon Jr.	SEPS-PRS/Lead, BAC-SEC
2. Melanie Caincay	Administrative Officer II
3. Jieson Genilla	Administrative Officer II
4. Verfe Tuyogon	School Planning Designate
5. Cherry Ann Undray	Administrative Assistant II
6. Ever Bonn Estoesta	Administrative Assistant II
7. Jayvee Permito	Administrative Aide VI

4. Please take note of the activity flow below:

Time Morning Session	Time Afternoon Session	Activity	Facilitator
8:30-8:45	1:00-1:15	Preliminaries	Technical Working Group
8:45-9:30	1:15-1:30	Re-Orientation	
9:30-11:00	1:30-3:00	Cross-checking	
11:00-12:00	3:00-4:00	Printing of Final Output	

5. The Final Outputs must be to the Planning and Research Section between March 17 and 20, 2025. Non-submission will be grounds for non-downloading of school MOOE for the 2nd Quarter.
6. All expenses relative to this activity are chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
7. For inquiries, contact Mr. Felipe B. Tuyogon Jr. at 0922-976-3957.
8. Immediate dissemination of this Memorandum is desired.


ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

FORMS
REPORTS

FBTJ/SGOD-PRS/DM – changes and additional information on the submission of the 2025 school annual implementation plan (pillar), school operating budget, project procurement management plan, annual procurement plan, and work and financial plan
0218/February 24, 2025



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone No.: (083) 508-2039
Website: www.depedsarangani.com
Email Address: sarangani@deped.gov.ph