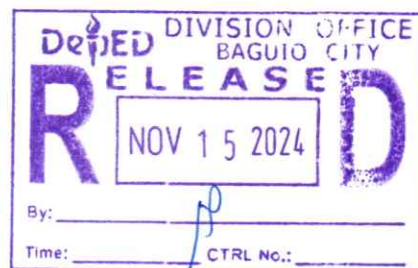




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



14 November 2024

DIVISION MEMORANDUM

No. **666-2024**

CONDUCT OF THE 2025 WORK AND FINANCIAL PLANNING FOR SCHOOLS

TO : Chief Education Supervisor – SGOD
Public Elementary and Secondary School Heads
All Other Concerned

1. In pursuance to Division Memorandum No. 610 s. 2024 issued 28 October 2024 re 2025 Budget Allocation per school, the **2025 Work and Financial Planning for Schools will be conducted on November 28-29, 2024 at the DepED SDO Baguio 3rd Floor Conference Hall, Baguio City.**
2. The objectives of the activity are the following:
 - a. Review and finalize the submitted 2025 Work and Financial Plan vis-à-vis the School Improvement Plan and Division Education Development Plan
 - b. Revisit the basics of Work and Financial Plan preparation
 - c. Revisit guidelines and issuances on Maintenance and Other Operating Expenses (MOOE) and other related costing parameters
 - d. Updates on related procurement issuances
3. Participants to the above mentioned activity are the following

	No. of Pax
Accounting Section	5
Budget Section	3
Planning Section	2
M & E Section	1
School Heads	67
Admin. Officer IV (IUs)	2
Admin. Asst III (Sr. Bookkeepers) Non-IUs	9
Admin. Asst. III (Sr. Bookkeepers) IUs	7
Admin. Officer II	45

4. All participants are expected to bring their respective 2025 Annual Implementation Plan, WFP and laptops.
5. Strict compliance on this memorandum is desired.

SORAYA T. FACULO, PhD. CESO VI
School Division Superintendent

