



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

February 17, 2021

DIVISION MEMORANDUM

No. 058 s. 2021

DIVISION SEMINAR-WORKSHOP ON BUDGET PREPARATION FY 2022

TO : OIC-Assistant Schools Division Superintendent
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section/Finance Services
All Others Concerned

1. In compliance with National Budget Call for FY 2022 & Regional Memorandum on FY 2022 Budget Preparation, this office will conduct a (3 – Day Live-Out) **Division Seminar-Workshop Budget Preparation FY 2022** for Non-Implementing Units (Non-IUs) and Implementing Unit (IU) Elementary and Secondary School Heads on **February 22 to 24, 2021** at St. Jude Cooperative & Hotel.

2. The Objectives of this activity is to orient and capacitate the school heads and finance personnel on Fiscal Year 2022 Budget Preparation to ensure timely and accurate monthly allocation and utilization of funds.

Please provide the following data:

1. Total number of pupils in the school as per E-BEIS
2. Total number of teachers in the school based on PSIPOP
3. Number of instructional classrooms in the school
4. Number of graduating learners in the school SY: 2021-2022
5. Name and position of teachers to retire in CY 2022
6. Gender and Development (GAD) BP 400 & BP 400-A
7. Annual and Implementation Plan (AIP) & School Implementation Plan

3. A registration fee of One Thousand Eight Hundred Pesos (**Php. 1, 800.00**) shall be charged to each participant to cover food, materials and venue. Travel and other incidental expenses are chargeable against MOOE/local funds subject to the usual accounting and auditing rules and regulations. The list of participants is attached in (Annex A).

4. Strict compliance to this memorandum is desired.

ANIANO M. OCAYON, CESO V
Schools Division Superintendent



Brgy. Pitol, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



tayabas.depedr4a.net



Annex A
DIVISION SEMINAR-WORKSHOP ON BUDGET PREPARATION FY 2022

No.	SCHOOL	SCHOOL HEAD/DESIGNATION	SEX	No.	SDO TAYABAS CITY	DESIGNATION	SEX
1	Alsam ES	Baby Lyn T. Olandes	Female		ANIANO M. OGAYON	Schools Division Superintendent	Male
2	Bukal ES	Larvin O. Labrada	Male		MAYLANI L. GALICIA	OIC- Asst. Schools Division Superintendent	Female
3	Busal ES	Adrian N. Naynes	Male	1	BENJAMIN A. MILLARES	Budget Officer III	Male
4	Dapdap IS	Cherry G. Hugo	Female	2	AGNES M. LUZADAS	Accountant III	Female
5	Domoit ES	Ingrid A. Palad	Female	3	MA. JOBELLE M. MALJAN	ADAS III	Female
6	East Palale ES	Corazon M. Oabel	Female	4	NATALIO A. PANGANIBAN, Jr.	ADAS I	Male
7	Froilan E. Lopez ES	Girila A. Abaricia	Female	5	MARIA CORAZON BORBON	QATAME	Female
8	Gibanga ES	Alona C. Crisanto	Female	6	SANCHO C. CALATRAVA	EPS-GAD Focal Person	Male
9	Ilasan ES	Teresa E. Andaya	Female	7	FIDELIZA V. LUCES	SEPS-HRTD	Female
10	Ipilan-Alitao ES	Leonora L. De Rama	Female	8	MARIFE R. LAGAR	Planning Officer III	Female
11	Kalumpang ES	Waldymar E. Pasacsac	Male	9	JOSEFINA R. OABEL	HRMO II	Female
12	Admin. Officer II	Joy Liwayway O. Aguila	Female	10	MARK PAUL E. BOMBANI	TWG	Male
13	Katigan-Alupay ES	Arlene D. Pagana	Female	11	AERYLL Z. SABEROLA	TWG	Female
14	Lakawan ES	Natalia A. Andaya	Female	12	MA. ANGELICA VILLALBA	TWG	Female
15	Lalo ES	Luz A. Pacalgue	Female				
16	Lawigue ES	Rowena O. Sabiduria	Female				
17	Malao-A / Calantas ES	Alita C. Rodriguez	Female				
18	Masin ES	Roderick O. Hugo	Male				
19	Mate ES	Jeffrey G. Dimallig	Male				
20	North Palale ES	Wenefredo Baylongo	Male				
21	Pandakake ES	Lorynel C. De Sagun	Female				
22	Potol ES	Cecilia R. Pingol	Female				
23	South Palale ES	Julieta M. Labita	Female				
24	Tayabas East CS	Joy C. Buban-Go, Ph.D.	Female				
25	Admin. Officer II	Donnabelle F. Caagbay	Female				
26	ADAS III - Bookkeeper	Jerick C. Reyes	Male				
27	ADAS II- Disbursing	Armeen Krystel F. Zubietta	Female				
28	Tayabas West CS I	Ronan R. Ranillo	Male				
29	Admin. Officer II	Loveday Alyssa O. Oabel	Female				
30	ADAS III - Bookkeeper	Rosemarie E. Morales	Female				
31	ADAS II- Disbursing	Claribel C. Rada	Female				
32	Tayabas West CS II	Lea A. Cosico	Female				
33	Tayabas West CS III	Dennis O. Labita	Male				
34	Admin. Officer II	April Jean V. Songcaya	Female				
35	Tayabas West CS IV	Leah C. Clado	Female				
36	Valencia ES	Aldwin V. Capistrano	Male				
37	Wakas ES	Elpidia C. Palayan	Female				
38	Admin. Officer II	Joritz Phillip L. Cabriga	Male				
39	West Palale ES	Honesto P. Caagbay, Jr.	Male				
40	ROSARIO QUESADA MEMORIAL NHS	Michael M. Safred	Male				
41	WEST PALALE NHS	Evelyn R. Palambiano	Female				
42	ADAS III - Bookkeeper	Charlene R. Rago	Female				
43	ADAS II- Disbursing	Juslyn Rose F. Sanchez	Female				
44	BUENAVENTURA ALANDY NHS	Mary Grace M. Cabili	Female				
45	AO II	Joselito R. Anareta	Male				
46	ADAS II	Jhenna Lean V. Lubiano	Female				
47	LUIS PALAD INTEGRATED HIGH SCHOOL	Gener R. Delos Reyes	Male				