



024023-042

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

20 FEB 2023

DIVISION MEMORANDUM

No. 091 s. 2023**DIVISION SEMINAR-WORKSHOP ON FY 2024 BUDGET PREPARATION**

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

1. In compliance with National Budget Call for FY 2023 & Regional Memorandum on FY 2024 Budget Preparation, this office will conduct a (3 – Day Live-In) **Division Seminar-Workshop on FY 2024 Budget Preparation** for Non-Implementing Units (Non-IUs) and Implementing Unit (IU) Elementary and Secondary School Heads on **February 28 - March 1-2, 2023 at Venue: To Be Announced (TBA)**

2. The Objectives of this activity is to orient and capacitate the school heads and finance personnel on Fiscal Year 2024 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: 2023-2024
5. Name and position of teachers to retire in CY 2024
6. Gender and Development (GAD) BP 400 & BP 400-A
7. Annual and Implementation Plan (AIP) & School Implementation Plan.

3. For smooth conduct of this activity, participants are expected to bring their own laptop computers and extension cords.



Brgy. Pitol, Tayabas City



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4. Registration fee of Five Thousand Four Hundred Pesos (**Php. 5, 400.00**) 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).

5. Strict compliance of this memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 

Enc.:

As stated



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ELEMENTARY

Lea A. Cosico	Alsam ES
Luz A. Pacaigue	Bukal ES (Eugenio Francia)
Adrian N. Naynes	Busal ES
Michael M. Safred	Dapdap Integrated School
Girly G. Abaricia	Domoit ES
Elpidia C. Palayan	East Palale ES
Dennis O. Labita	Froilan E. Lopez ES
Natalia A. Andaya	Gibanga ES
Joy B. Go	Ilasan ES
Alona C. Crisanto	Ipilan-Alitao ES
Teresa E. Andaya	Kalumpang ES
Joy B. Go	Katigan-Alupay ES
Lea A. Cosico	Lakawan ES
Julietta M. Labita	Lalo ES
Ingrid A. Palad	Lawigue ES
Roderick O. Hugo	Malao-A / Calantas
Aldwin V. Capistrano	Masin ES
Lorynel C. De Sagun	Mate ES
Baby Lyn T. Olandes	North Palale ES
Adrian M. Maano	Pandakake ES
Roderick O. Hugo	Potol ES
Corazon M. Oabel	South Palale ES
Ronan R. Ranillo	TECS
Larvin O. Labrada	
Cherry G. Hugo	Tayabas West CS I
Honesto P. Caagbay, Jr.	Tayabas West CS II
Waldymar C. Pasacsac	Tayabas West CS III
Rowena O. Sabiduria	Tayabas West CS IV
Aldwin V. Capistrano	Valencia ES
Leah C. Clado	Wakas ES
Wenefredo B. Baylongo	West Palale ES



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SECONDARY

Democrito Cabile	RQMNHS
	WPNHS-JHS
Mary Grace M. Cabili	WPNHS - SHS
Gener C. Delos Reyes	LPIHS
Michael M. Safred	DAPDAP - Jr. High
Emilia R. Eclarin	BUENAVENTUREA (STAND ALONE-SHS)

ADMIN OFFICER/ ADMIN ASSISTANT

	Alsam ES
	South Palale ES
Kaydeen Micka T. Oval	Valencia ES
	Bukal ES (Eugenio Francia)
Jeanette F. Evangelista	Potol ES
Jeannette M. Buera	Busal ES
	Tayabas West CS IV
Angelica T. Villalba	Dapdap Integrated School ES & JHS
Frederick Bulandos	Lalo ES
Maria Elizabeth M. Pastrana	Domoit ES
	Froilan E. Lopez ES
Jerick C. Reyes	East Palale ES
	Lawigue ES
Joy Liwayway O. Aguila	Gibanga ES
	Kalumpang ES
	Ilasan ES
Jobelle M. Malijan	Katigan ES
	Masin ES
Beatrice B. Salazar	Ipilan Alitao ES
	Malao-A/Calantas ES
Cleotilde L. Cabriga	Lakawan ES
	Tayabas West CS II
April Jean V. Songcaya	Mate ES
	Tayabas West CS III
	Pandakake ES
Loveday Alyssa O. Oabel	Tayabas West CS I
Donnabelle F. Caagbay	TECS I, II, III
Rosemarie E. Morales	Wakas ES



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Ma. Jobelle M. Malijan	RQMNHS
	West Palale ES
	WPNHS JHS
Claribel C. Rada	
Rosalie M. Salvan	WPNHS SHS
Joselito R. Anareta	
Jhenna V. Lubiano	BAHNS
Geraldine M. Constantino	
Rosanna B. Piquero	
Racel J. Romero	
Aleli Grace Z. Sabio	
Hazel J. Hernandez	
Nixon Leonard R. Capati	LPIHS

SDO PERSONNEL

Benjamin A. Millares	Budget Officer III
Marilou C. Cuaterno	OIC- Accountant III
Dianah G. Tan	Cashier III
Johanne Mae J. Razon	ADAS III
Natalio A. Panganiban, Jr.	ADAS I
Jean Rose B. Rabano	HRTD-GAD Focal
Montano L. Agudilla	QATAME
Frances Thea Javal	Accounting
Marvin J. Rosales	Planning Officer
Josefina R. Oabel	HRMO