



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

February 23, 2022

DIVISION MEMORANDUM

No. 115 s. 2022

**DIVISION SEMINAR-WORKSHOP ON FY 2023 BUDGET PREPARATION**

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 2023 & Regional Memorandum on FY 2023 Budget Preparation, this office will conduct a (3 – Day Live-In) **Division Seminar-Workshop on FY 2023 Budget Preparation** for Non-Implementing Units (Non-IUs) and Implementing Unit (IU) Elementary and Secondary School Heads on **March 2-4, 2022 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 2023 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: 2022-2023
5. Name and position of teachers to retire in CY 2023
6. Gender and Development (GAD) BP 400 & BP 400-A
7. Annual and Implementation Plan (AIP) & School Implementation Plan

3. A registration fee of Six Thousand Six Hundred Pesos (**Php. 6, 600.00**) 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. Participants must present the latest vaccination/ booster card for those who are not yet vaccinated, please bring RTPCR/Antigen/Saliva Test with negative results (48hrs) prior to the conduct of the activity. Finance Services shall ensure that the conduct of this workshop must strictly adhere to the health protocols set by the IATF.

5. Strict compliance to this memorandum is desired.

**GERLIE M. ILAGAN, CESO VI**  
OIC-Schools Division Superintendent



Brgy. PotoI, Tayabas City



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**ANNEX A: DIVISION SEMINAR-WORKSHOP ON BUDGET PREPARATION FY 2023**

No.	SCHOOL	SCHOOL HEAD/DESIGNATION
1	Alsam ES	Baby Lyn T. Olandes
2	EFES	Larvin O. Labrada
3	Busal ES	Adrian N. Naynes
4	Dapdap IS	Cherry G. Hugo
5	Dapdap IS	Ferex Zafranco
6	Domolt ES	Ingrid A. Palad
7	East Palale ES	Corazon M. Oabel
8	East Palale ES	Jerick C. Reyes
9	Frollan E. Lopez ES	Girlie A. Abaricia
10	Frollan E. Lopez ES	Maria Elizabeth S. Pastrana
11	Gibanga ES	Alona C. Crisanto
12	Ilasan ES	Teresa E. Andaya
13	Ilasan ES	Curt Lester H. Lavado
14	Ipilan-Alitao ES	Beatrice B. Salazar
15	Kalumpang ES	Waldymar E. Pasacsac
16	Kalumpang ES	Joy O. Aguila
17	Katigan-Alupay ES	Arlene D. Pagana
18	Lakawan ES	Natalia A. Andaya
19	Lalo ES	Luz A. Pacalgue
20	Lawigue ES	Rowena O. Sabiduria
21	Malao-A / Calantas ES	Alita C. Rodriguez
22	Masin ES	Roderick O. Hugo
23	Mate ES	Jeffrey G. Dimallig
24	North Palale ES	Wenefredo Baylongo
25	Pandakake ES	Lorynel C. De Sagun
26	Potol ES	Cecilia R. Pingol
27	Potol ES	Jeanette F. Evangelista
28	South Palale ES	Julieta M. Labita
29	South Palale ES	Kaydeen Micka T. Oval
30	Tayabas East CS	Joy C. Buban-Go, Ph.D.
31	Tayabas East CS	Donabelle F. Caagbay
32	Tayabas West CS I	Ronan R. Ranillo
33	Tayabas West CS I	Loveday Alyssa O. Oabel
34	Tayabas West CS II	Lea A. Cosico
35	Tayabas West CS II	Cleotilde L. Cabriga
36	Tayabas West CS III	Dennis O. Labita
37	Tayabas West CS III	April Jean V. Songcaya
38	Tayabas West CS IV	Leah C. Clado
39	Tayabas West CS IV	Luisa Datario
40	Valencia ES	Aldwin V. Capistrano
41	Wakas ES	Elpidia C. Palayan
42	Wakas ES	Desiree Carla M. Cruz
43	West Palale ES	Honesto P. Caagbay, Jr.
44	West Palale ES	Claribel C. Rada

No.	SCHOOL	SCHOOL HEAD/DESIGNATION
45	RQINHS	Michael M. Safred
46	WPNHS	Evelyn R. Palambiano
47	WPNHS	Charlene Rago
48	BUENAVENTURA ALANDY NHS	Mary Grace M. Cabili
49	BUENAVENTURA ALANDY NHS	Joselito R. Anareta
50	LUIS PALAD INTEGRATED HIGH SCHOOL	Gener R. Delos Reyes
51	LUIS PALAD INTEGRATED HIGH SCHOOL	Racel J. Romero
52	LUIS PALAD INTEGRATED HIGH SCHOOL	Susana R. Piquero

No.	SDO TAYABAS CITY	DESIGNATION
	GERLIE M. ILAGAN, CESO VI	OIC - Schools Division Superintendent
	ANTONIO P. FAUSTINO, Jr.	OIC- Asst. Schools Division Superintendent
1	BENJAMIN A. MILLARES	Budget Officer III
2	MARILOU C. CUATERNIO	ADAS III
3	MA. JOBELLE M. MALIJAN	ADAS III
4	NATALIO A. PANGANIBAN, Jr.	ADAS I
5	JOYCE ANNE P. LIMBO	ADAS III
6	AERYLL Z. SABIROLA	ADAS III
7	FELIZA M. NANEZ	TWG
8	MARK PAUL E. BOMBANI	TWG
9	MARIFE R. LAGAR	PLANNING OFFICER III
10	ERVIN CABUYAO	DRIVER
11	DIANAH G. TAN	CASHIER III
12	SANCHO C. CALATRAVA	EPS- GAD COORDINATOR
13	AGNES M. LUZADAS	ACCOUNTANT III