



Republic of the Philippines  
**Department of Education**

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

13 October 2025

DIVISION MEMORANDUM

No. **719** s. 2025

**DIVISION TRAINING WORKSHOP ON THE ADJUSTMENT OF AIP AND  
PREPARATION OF WFP VS NEP FOR FY 2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In line with **DepEd Order No. 44, s. 2015** and **DepEd Order No. 13, s. 2016**, which emphasize the importance of capacitating all Elementary and Secondary School Administrative Officers and Administrative Assistants particularly newly hired personnel in effectively aligning school plans with available resources and national priorities and in support of the Department of Education's continuing efforts to enhance the efficiency and effectiveness of school planning and budgeting, this Office will conduct a **Training Workshop on the Adjustment of the Annual Implementation Plan (AIP) and Preparation of the Work and Financial Plan (WFP) vs. the National Expenditure Program (NEP) for FY 2026** on **October 22-24, 2025**. The venue for this training will be announced at separate memorandum.

2. This training aims to:

- a. Provide guidelines to all public schools on the derivations, release and utilization of school MOOE according to WFP.
- b. Ensure timely and optimal use of school resources using the approved WFP.
- c. Institute mechanism for transparency and accountability.
- d. Capacitated Administrative Officers & Administrative Assistant in the preparation of Work and Financial Plan (WFP) aligned to National Expenditures Program (NEP)

3. A registration fee of **Six Thousand Pesos (P6,000.00)** shall be collected, chargeable against School MOOE/local funds to cover meals and other expenses subject to the usual accounting and auditing rules and regulations.

4. Attached are the Enclosure 1 List of Participants.

5. Immediate and widest dissemination of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

**IMELDA C. RAYMUNDO**  
Chief Education Supervisor-SGOD  
Officer-in-Charge

Encl.: As stated

References: DepEd Order No. 44, and DepEd Order No. 13, s. 2016

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

AIP  
WFP

OSDS – division training workshop on the adjustment of aip and preparation of wfp vs nep for fy 2026  
BUDKGAR6-000139/OCTOBER 13, 2025.



Enclosure 1

**List of Participants**

<b>No.</b>	<b>Name</b>	<b>Position/Designation</b>	<b>Office/School</b>
1.	Pazzyla Lydda A. Cabalsa	Administrative Officer II	Alsam Integrated School
2.	Joan C. Cabile	Administrative Officer II	Busal Integrated School
3.	Luisa M. Datario	Administrative Officer II	Eugenio Francia Integrated School
4.	Nataniel G. Balbarosa	Administrative Officer II	Froilan E. Lopez Elementary School
5.	Rosalie M. Salvan	Administrative Officer II	Ilasan Integrated School
6.	Joy Liwayway O. Aguila	Administrative Officer II	Kalumpang Elementary School
7.	Ma. Zarina A. Bagangan	Administrative Officer II	Katigan Elementary School/Talolong Integrated School
8.	Beatrice B. Salazar	Administrative Officer II	Lalo Elementary/Ipilan Elementary School
9.	Angelica Rada	Administrative Officer II	Mate Integrated School
10.	Juanito D. Domirez	Administrative Officer II	Domoit Elementary School/Mayuwi Integrated School
11.	Jerick C. Reyes	Administrative Officer II	East Palale Elementary School/North Palale Elementary School
12.	Adrian R. Aguirre	Administrative Officer II	Pandakake
13.	Juslyn Rose F. Sanchez	Administrative Officer II	Potol Elementary School/Gibanga Elementary School
14.	Claribel C. Rada	Administrative Officer II	Masin Elementary School/South Palale Elementary School
15.	Donnabelle F. Caagbay	Administrative Officer II	Tayabas East Central-I
16.	Loveday Alyssa O. Oabel	Administrative Officer II	Tayabas West Central School-I
17.	Jeanette F. Evangelista	Administrative Officer II	Tayabas West Central School-II/Lakawan Elementary School/Tayabas City National High School
18.	Ferex O. Zafranco	Administrative Officer II	Tayabas West Central School-III/Malao-A Elementary School
19.	Ma. Angelica A. Villalba	Administrative Officer II	Tayabas West Central School-IV/Lawigue Elementary School
20.	Rosemarie E. Morales	Administrative Officer II	West Palale Elementary School/ Valencia Elementary School
21.	Desiree C. Andanza	Administrative Officer II	Cipriano Querubin
22.	Joselito R. Anareta	Administrative Officer II	Buenaventura Alandy National High School



23.	April Jean V. Songcaya	Administrative Officer II	Dapdap
24.	Marilou C. Cuaterno	Administrative Officer II	Rosario Quesada National High School
25.	Frederick M. Bulandos	Administrative Officer II	West Palale National High School
26.	Celedonio B. Balderas, Jr.	Schools Division Superintendent	SDO Personnel
27.	Herbert D. Perez	Assistant Schools Division Superintendent	SDO Personnel
28.	Benjamin A. Millares	Administrative Officer-V/ Budget Officer III	SDO Personnel
29.	Johanne Mae J. Razon	Administrative Assistant III	SDO Personnel
30.	Natalio A. Panganiban, Jr.	Administrative Assistant I	SDO Personnel
31.	Krizia Faye C. Dayapan	Administrative Assistant III	SDO Personnel
32.	Aeryll Z. Saberola	Administrative Assistant III	SDO Personnel
33.	Dianah G. Tan	Administrative Officer IV/ Cashier III	SDO Personnel
34.	Montano L. Agudilla Jr.	Senior Education Program Specialist-SMME	SDO Personnel
35.	Marife Lagar	Planning Officer III	SDO Personnel