



Republic of the Philippines

Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY



02 Sep 2024

DIVISION MEMORANDUM

No. **318**, s. 2024

To: Assistant Schools Division Superintendent
Division Chiefs
Unit Heads
Heads of Public Elementary and Secondary Schools

DIVISION COLLOQUIUM ON PRESENTATION OF WORK AND FINANCIAL PLANS CUM BUDGET DELIBERATION

1. A work and financial plan is a detailed outline of the school's financial objectives, and the actions required to meet them. To make it as tangible as feasible, it is recorded in a written document.
2. In compliance with Rule II of the implementing Rules and Regulations of Republic Act 9184, otherwise known as the Government Procurement Reform Act, all public schools are required to prepare their Work and Financial Plans (WFPs) to ensure that all programs, projects, and activities (PPA) in the Annual Improvement Plan (AIP) funded under the school's Maintenance and Other Operating Expenses (MOOE) and to be funded in the future are reflected in the Plan.
3. With this, the Schools Division Office of Angeles City will conduct a Division Colloquium on Presentation of Work and Financial Plans Cum Budget Deliberation on **September 17-27, 2024, at the Gabaldon Building**.
4. The participants are the Assistant Schools Division Superintendent, Division Chiefs, Budget Officer, Accountant, Planning Officer, SEPS-PAR, SMM&E, and HRD Units, Public Schools District Supervisors, and school heads.
5. Similarly, school heads must submit their work and financial plans via this link: <https://tinyurl.com/2025-WFP-AC> with a file name (e.g., Angeles Elem. School 2025 WFP) from **September 9-16, 2024**, so that the Division WFP and Budget Deliberation Committee can study them ahead of time before the colloquium.
6. A registration fee of P350 for the expenses relative to the conduct of this activity shall be charged to Division MOOE/School MOOE subject to the usual accounting, auditing, and procurement rules and regulations.
7. Enclosed is the list of the dates of the colloquium for the districts.



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8. For information and strict compliance.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

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LIST OF THE DATES OF THE COLLOQUIUM FOR THE DISTRICTS

CLUSTER	DATE
1	September 17, 2024
2	September 18, 2024
3	September 19, 2024
4	September 20, 2024
5	September 23, 2024
6	September 24, 2024
8	September 25, 2024
9	September 26, 2024
7 and 10	September 27, 2024
Submission of all final WFPs and project proposals	September 30, 2024