



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 11, 2024

OFFICE MEMORANDUM

No. 01, s. 2024

SUBMISSION OF FY 2023 PHYSICAL AND FINANCIAL ACCOMPLISHMENT
REPORT OF PROGRAMS, PROJECTS, AND ACTIVITIES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID, OSDS, and SGOD Concerned Personnel
All Others Concerned

1. Pursuant to Regional Memorandum No. 42, s. 2024 re: Submission of FY 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities, all the concerned SDO personnel are required to prepare the needed reports on or before **January 31, 2024**, to be submitted to the Planning and Research Section SEPS Vilma B. Cueto.
2. Herewith are the persons involved in the preparation of SDO Naga FY 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities with specific functions:

Persons Involved	Functions
Chair -ASDS	<ul style="list-style-type: none">✓ Oversees the preparation of the FY 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities✓ Ensures its submission on or before the deadline
Vice Chair – OIC SGOD Chief	<ul style="list-style-type: none">✓ Leads and supervises the preparation and submission of FY 2023 Physical and Financial Accomplishment Report of Programs, Projects, and Activities
Members	
PRS SEPS Vilma B. Cueto	<ul style="list-style-type: none">✓ Ensures the completeness and accuracy of the parts based on the education resource inputs/dashboard✓ Provides introduction/SDO profile✓ Comprehensive Reports on Education Policy Development Program
SMME OIC SEPS Maria Teresita	<ul style="list-style-type: none">✓ Spearheads the organization of the M and E reports, prepares dashboard, and ensures the inclusion of best practices✓ Ensures the completeness and accuracy of the Support to Schools and Learners Program SBFP✓ Government Assistance and Subsidies
DIO Atty. Darcy De Lima	<ul style="list-style-type: none">✓ Assists on the preparation of the report considering the milestones of the Division Office
Engr. Junmar Aguilar	<ul style="list-style-type: none">✓ Ensures the completeness and accuracy of the Basic Education Facilities<ul style="list-style-type: none">• Construction of New School Buildings• Delivery of School Furniture• Repair and Rehabilitation of Classrooms

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Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
0981 630 0070
naga.city@deped.gov.ph





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Persons Involved	Functions
	<ul style="list-style-type: none">• Electrification of School Sites• Quick Response Fund (QRF)• Gabaldon Heritage Schools Restoration and Conservation• Last Mile Schools
POIII Michelle A. Lo	<ul style="list-style-type: none">✓ Prepares the dashboard and provides analysis on the KPIs✓ CY 2023 Highlights of Accomplishments per KRA
ITO Michael Noe B. Dizon	<ul style="list-style-type: none">✓ Ensures the completeness and accuracy of DepEd Computerization Program
EPS Cesar T. Arriola	<ul style="list-style-type: none">✓ Ensures the completeness and accuracy of Textbooks and other Instructional Materials
EPS Rhea SB. Samino EPS Noel A. Balares	<ul style="list-style-type: none">✓ Ensures the completeness and accuracy of Learning Tools and Equipment – Science and Mathematics (LTE – SM)
EPS Herman E. Bobis	<ul style="list-style-type: none">✓ Ensures the completeness and accuracy of Learning Tools and Equipment – Technical Vocational and Livelihood Equipment (LTE – TVL)
EPS Eduardo C. Laureles EPS Jarne D. Taumatorgo EPS – ALS Gerardo P. Brizuela	<ul style="list-style-type: none">✓ Ensures the completeness and accuracy of Inclusive Education Program (SPED, Madrasah, and FLO-ALS)
AO V Salvacion T. Verona	<ul style="list-style-type: none">✓ Provides financial reports on all the basic education resources such as teachers, learning resources, and others
AO IV Shiela M. Margarita Durante	<ul style="list-style-type: none">✓ Ensures the completeness and accuracy of New School Personnel
Dr. Joanne G. Sebastian	<ul style="list-style-type: none">✓ Ensures the completeness and accuracy of School-based Feeding Program
SEPS Joseph M. Condeno	<ul style="list-style-type: none">✓ Provides comprehensive reports on Education Human Resource Development programs, activities, trainings conducted
EPS II Antonette C. Maristela	<ul style="list-style-type: none">✓ Provides comprehensive reports on FY 2023 National and International Awards/Recognitions Received (Teachers, Students, School Leaders)
OIC PSDS Joretze S. Carandang	<ul style="list-style-type: none">✓ Provides comprehensive reports on LEARNING RECOVERY INITIATIVES

3. A short orientation will be conducted on January 12, 2024 at Dona Jamora Hall, Villa Caceres Hotel during the PIRPA Workshop.
4. All expenses relative to the conduct of the activity shall be charged against Division MOOE/local funds subject to the usual budgeting, accounting, and auditing rules and regulations.
5. Compliance with this memorandum is desired.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

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11 JAN 2024

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