



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 15, 2024

DIVISION MEMORANDUM  
No. 93, s. 2024

RECONSTITUTION OF THE DIVISION PLANNING AND  
BUDGETING COMMITTEE (DPBCom)

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID, SGOD and OSDS Unit Heads/Staff  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 277 s. 2024 dated March 1, 2024 on the Reconstitution of the DepEd Region V Regional Planning and Budgeting Committee (RPBCom), this Office hereby announces the Reconstitution of the Division Planning and Budgeting Committee (DPBCom) to ensure that plans and budget proposals are aligned with the DepEd CO's and RO strategic thrusts and directions, strategies, interventions, and programs/projects/activities (PPAs).
2. The composition of the DPBCom is as follows:

|                |  |
|----------------|--|
| Chairperson    | <b>SUSAN S. COLLANO CESO V</b><br>Schools Division Superintendent      |
| Co-Chairperson | <b>FERNANDO C. MACARAIG</b><br>Assistant Schools Div. Superintendent   |
| MEMBERS        | <b>ANNA LIZA P. ABULOC</b><br>Chief Education Supervisor, CID          |
|                | <b>MICHAEL A. DEL ROSARIO</b><br>OIC, Chief Education Supervisor, SGOD |
|                | <b>MARY ANN B. ROSAURO</b><br>Administrative Officer V                 |
| By Invitation  | Heads of Sections/Units  |

3. The major tasks of the DPBCom include but not limited to the following:
- a. shall provide technical assistance to ensure that plans and budget proposals are aligned to the national government priorities as embodied in the 8-point Socio-economic agenda and the 2023-2028 Philippine Development Plan (PDP) and those embedded in our Basic Education Development Plan (BEDP) 2030;
  - b. shall ensure that plans and budget proposals respond and aligned to the national priorities, the MATATAG basic education agenda, which envisions an accessible, equitable and quality basic education services to ensure resiliency and well-being of learners through established enabling mechanisms for governance
  - c. shall conduct review of the final draft of plans and budget proposals to ensure that said proposals are supported by details to justify the need and how these answer the criteria set for the formulation of the plans and budget. Specifically, proposals shall be accompanied by:
    - i. Rationale/Situationaire – pressing concerns of the Division needed to be addressed based on the situational analysis
    - ii. Objective/s – desired outcomes given the situation, priority



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- areas (specific areas of concern)
- iii. Intervention/s – priority strategies, programs, projects, activities, or policies being proposed to address the identified issues and concerns and to meet the set targets; and
- d. shall review and evaluate the submitted plans and budget proposals to ensure that they are relevant, feasible, and implementation-ready in consideration of the following criteria, to wit:


| CRITERIA             | Considerations   |
|----------------------|--|
| Relevant             | <ul style="list-style-type: none"><li>Increases access of learners to basic education; improve school environment and learner's ratio</li><li>Plans are based on the situational analysis and needs of the client to be served</li><li>The Program/Activities/Projects (PAPs) must be within the offices mandate and functions</li></ul> |
| Feasible             | <ul style="list-style-type: none"><li>Plans can be realized/delivered within the year</li><li>Historical performance for the past three (3) years, physical accomplishments are at least nearing 100%</li></ul>  |
| Implementation Ready | <ul style="list-style-type: none"><li>Implementable within the year</li><li>Proposals have clear, comprehensive and complete submission of supporting documents</li><li>Proposals has considered dependencies and ensures synchronicity with prerequisite outputs and/processes from other offices</li></ul>                             |

4. The Technical Secretariat Team shall be created/organized in order to participate and assist in the planning and budgeting process through: (1) preparation of complete staff work; (2) provide overall technical and administrative support necessary for the Planning and Budgeting Committee (RPBCom); and (3) ensure that all deliverables and agreements are acted upon and accomplished completely, accurately, and on time:

|          |   |
|----------|---|
| Chair    | <b>MICHELLE A. LO</b><br>Planning Officer III   |
| Co-Chair | <b>VILMA B. CUETO</b><br>Senior Education Program Specialist, PRS   |
| MEMBERS  | <b>JANET T. BARRIOS</b><br>Administrative Aide VI<br><b>JOY T. TAPAY</b><br>Administrative Aide III<br><b>SANSHINE R. REPOTENTE</b><br>Administrative Aide VI<br><b>Zarina O. Diaz</b><br>Administrative Assistant II |

5. Expenses related to any activity to be conducted by the DPBCom shall be charged to local funds subject to the existing budgeting, accounting and auditing rules and regulations.

6. For wide dissemination, guidance and compliance.

  
**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent