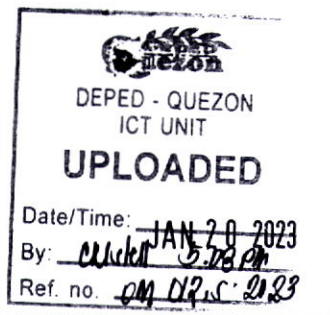




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



18 January 2023

**OFFICE MEMORANDUM**  
**OM No. 012, s. 2023**

**CONDUCT OF PRE-PLANNING FOR FY 2024**

**TO:** Assistant Schools Division Superintendents  
SGOD and CID Chiefs  
Section/Unit Heads  
Division Program Focal Person/Coordinators


In line with the implementation of DepEd Order 11, 2021 Guidelines on the *Implementation of the Program Management Information System (PMIS)*, all Functional Divisions and Sections in this Division are advised to attend the Pre-Planning activity for FY 2024 at the Division Library Hub on January 25-27, 2023 8:30a.m.-5:00p.m. following the schedule indicated in the attachment.

It is understood that the outputs of the pre-planning activity will be encoded in the PMIS and will be finalized during the post-planning activities in October 2023.

Participants are expected to strictly adhere with the IATF protocols and are advised to bring Laptop and Extension Wires.

Meals and other expenses shall be charged against MOOE Funds subject to the usual accounting and auditing rules and regulations.

Strict compliance with this Memorandum is desired.

  
**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Parmjdf01/18/2023

DEPEDQUEZON-TM-SDS-04-010-003



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**PRE-PLANNING ACTIVITY**

**Day 1 (January 25, 2023) - Plenary**

Preliminaries

Philippine National Anthem  
Opening Prayer  
Quality Management System Policy  
CALABARZON March  
Quezon Hymn

Welcome Remarks	ASDS Gregorio T. Mueco
Message	SDS Elias A. Alicaya Jr.
FY 2022 Monitoring and Evaluation Report	SEPS Oscar A. Duma Jr. CID Chief Lorena Walangsumbat
FY 2022 Year End Financial Assessment	BO Catherine A. Pureza Edmundo Marin Jr.
Presentation of Division Education Development Plan 2023-2028	ASDS Gregorio A. Co Jr.
Technical Inputs	HRTD Fund QMS SEPS Regina V. Marino EPS Juanito A. Merle
Highlights of GAA 2023	BO Catherine A. Pureza
Working Papers for FY 2024 Plans (Intro)	DPO Marbin Jeramil D. Fragata
Workshop Proper	

*\*Meals for Day 1 will be breakfast, AM and PM snacks and lunch.*

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**Day 2 (January 26, 2023)**

Presentation of Outputs	CID (IMs, LRMDs, District, Special Programs) SGOD (per Units)
Comments and Suggestions	TM and Division Planning Team

**Day 3 (January 27, 2023)**

Presentation of Outputs	OSDS (per Sections/Units)
Comments and Suggestions	TM and Division Planning Team

Closing Program

Nationalistic Song  
Opening Prayer  
Quality Management System Policy  
CALABARZON March  
Quezon Hymn

Way Forward

Closing Remarks	ASDS Herbert D. Perez
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*\*Meals for Day 2&3 will be AM and PM snacks and lunch.*

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SCHOOLS DIVISION OF QUEZON PROVINCE

**LIST OF PARTICIPANTS**

	<b>Name</b>	<b>Position</b>	<b>Division/Section</b>
1	Elias A. Alicaya Jr.	OIC – SDS	TM
2	Gregorio A. Co Jr.	ASDS	TM
3	Gregorio T. Mueco	ASDS	TM
4	Herbert D. Perez	ASDS	TM
5	Lorena S. Walangsumbat	CID Chief	CID
6	Juanito A. Merle	EPS	CID
7	Jee-Ann O. Borines	EPS	CID
8	Asuncion C. Ilao	EPS	CID
9	Joan Alejaida R. Mauhay	EPS	CID
10	Walter F. Galarosa	EPS	CID
11	Joseph E. Jarasa	EPS	CID
12	Fernando T. Seno	EPS	CID
13	Carmela Ezcel A. Orogo	EPS	CID
14	Abner L. Pureza	EPS	CID
15	Celestina M. Alba	EPS	CID
16	Carolina T. Zaracena	PSDS	CID
17	Elizabeth M. De Villa	SGOD Chief	SGOD
18	Raul R. Agaran	EPS	SGOD
19	Regina V. Marino	SEPS	SGOD
20	Paul Clifford Marquez	SEPS	SGOD
21	Oscar A. Duma Jr.	SEPS	SGOD
22	Marbin Jeramil D. Fragata	Planning Officer III	SGOD
23	Marie Antoinette Tesalona	Medical Officer	SGOD
24	Ramir O. Arbolente	Engineer III	SGOD
25	Jose Macario Patino	Dentist-in-Charge	SGOD
26	Maria Bernadit M. Tupas	EPS	SGOD
27	Michelle G. Duma	EPS	SGOD
28	Maryjoyce Salamat	EPS	SGOD
29	Arvin A. Repaso	PDO	SGOD
30	Lea Perez	PDO	SGOD
31	Maria Rexcia Baldeo	Legal Officer	OSDS
32	Wilbert A. Porteza	IT Officer	OSDS
33	Catherine A. Pureza	Budget Officer III	OSDS
34	Edmundo Marin Jr.	Accountant III	OSDS
35	Maria Dolores C. Atienza	Administrative Officer V	OSDS
36	Wennie O. Gaela	Administrative Officer IV	OSDS
37	Shiela E. Javen	Administrative Officer IV	OSDS
38	Hilariona E. Coronado	Administrative Officer IV	OSDS
39	George D. Aguila	Administrative Officer IV	OSDS
40	Sherelyn O. Pardilla	Administrative Officer IV	OSDS

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