



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

September 2, 2022

DIVISION MEMORANDUM
NO. 202, s. 2022

**CONDUCT OF DIVISION ORIENTATION ON PROCESS PROGRAM
MANAGEMENT IMPLEMENTATION for FY 2023**

To: Assistant Schools Division Superintendent
Division Chiefs
Division Education Program Supervisors
Functional Unit Heads (SGOD and OSDS)
Planning Officer III
EPS II (SMME, HRD, SMN)
All Others Concerned

1. In compliance with DepEd Order No. 11, series 2021 entitled "Guidelines on the Operationalization of the Program Management Information System which supports the Department's Planning and Budget Strategy. The School's Division Office of Bulacan shall conduct an Orientation on Process Program Management Implementation on September 7, 2022, 10:00am – 5:00pm at the 3rd floor Conference Hall of SDO Bulacan.
2. The activity aims to:
 - a. Review the process in approving project proposals;
 - b. Present and discuss the method of procurement/purchase and payment of goods and services; and
 - c. Craft the proposed Work Financial Plan for 2023
3. Attendees to this One-day activity are the following:
 - 2 Assistant Schools Division Superintendents
 - 2 Division Chiefs
 - 9 Division Education Program Supervisors
 - 16 Functional Unit Heads of SGOD (SEPS, EPS II, PO III, Youth Development, DRRM, Educ Facilities, Medical Officer, Nurse in-charge, Feeding Program Focal Person)
 - 8 Functional Unit Heads of OSDS (AO V, AO IV in charge of Personnel, Supply Officer, Budget Officer, ICT Officer, Accounting Unit Officer, Cash Unit Officer, BAC Secretariat)
 - 3 Members of the Technical Working Group





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4. It is expected that all participants observe the minimum health protocols in compliance to Inter-Agency Task Force (IATF) policies as pre-emptive interventions to combat COVID-19.
5. All expenses to be incurred in the conduct of the aforesaid activity including meals and snacks shall be charged against division MOOE subject to usual accounting/auditing rules and regulations.
6. It is desired that this Memorandum shall be given wide dissemination.


ZENIA G. MOSTOLES, Ed.D., CESO V
Schools Division Superintendent ✓✓

