



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

September 3, 2024

**DIVISION MEMORANDUM**

No. *764*, s. 2024

**DepEd BULACAN PLANNING AND PREPARATION OF BUDGET ALLOCATION  
FOR FY 2025**

*Setting the Stage for Success of Education Programs for BULAKENYO Learners  
through Seamless Planning*

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors and Public Schools District Supervisors  
Unit Heads  
All Others Concerned

1. The Schools Division of Bulacan recognizes the significant role of seamless educational planning in setting the stage for the success of the division's education programs for BULAKENYO learners. As such, there is a need to leverage the engagement of educational leaders and focal persons of the division by coming together to revisit the planned activities for FY 2025 in the DEDP, and to review the corresponding financial targets against the General Appropriation ACT (GAA) FY 2025.
2. In line with this, to ensure that budget proposals for the PPAs of the division are responsive to the DEDP, the BULAKENYO flagship, and the DepEd MATATAG agenda, and responsibly translate the division's educational programs into financial resource plans, the Schools Division of Bulacan shall conduct the **Planning and Preparation of the Budget Allocation for FY 2025** on September 4-6, 2024 at Lake Farm de La Marre Agri-Tourism Park, L15 KM5 Villarica, Pantabangan, Nueva Ecija.
3. The activity will feature the convergence and interfacing of the three functional divisions (OSDS, CID, SGOD) to synchronize, align, and finalize the FY 2025 annual implementation plan and budget proposals that will further expand access to quality and relevant basic education and support the BULAKENYO flagship program and the DepEd MATATAG agenda. It aims to:
  - 3.1. revisit and review the planned activities and financial targets set for FY 2025 in the DEDP and MATATAG commitment;




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- 3.2. present and review the proposed programs, projects, and activities (PPAs) to be included in the FY 2025 budget allocation;
  - 3.3. discuss and finalize the budget allocations of PPAs per functional division; and
  - 3.4. finalize the FY 2025 Project Procurement Management Plan per functional division.
4. The activity shall be participated by 60 personnel of the SDO, including the top management and the technical working group.
  5. Attached in this Memorandum are the Activity Matrix, and the List of Participants.
  6. Expenses to be incurred in the conduct of this activity shall be charged to the Division MOOE fund, subject to the usual accounting and auditing rules and regulations.
  7. This Memorandum shall serve as the travel authority of all participants.
  8. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent



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Enclosure No. 2 to Division Memorandum No. *NA*, s. 2024

Matrix of Activities for the Planning and Preparation of Budget Allocation  
 for FY 2025

Schedule	Activity
<i>Day 1 (September 4, 2024)</i>	
7:00 am – 9:10 am	Travel Time (SDO to Venue)
9:11 am – 9:40 am	Arrival and Registration of Participants
9:41 am – 10:00 am	HEALTH BREAK
10:01 am – 10:30 am	Opening Program
10:31 am – 12:00 am	Session 1: Presentation of Accomplishments and Strategic Directions for FY 2025 Session 2: Presentation of the FY 2025 GAA of the Schools Division
12:01 pm – 1:00 pm	LUNCH
1:01 pm – 2:30 pm	Workshop 1: Roundtable discussion by functional division on budget allocations per unit and prioritization of PPAs
2:31 pm – 3:15 pm	Workshop 2: Alignment of PPAs and financial targets for FY 2025 based on budget allocation and prioritization (per unit/ program lead)
3:16 PM – 3:30 pm	HEALTH BREAK
3:30 pm – 5:00 pm	Continuation of Workshop 2
<i>Day 2 (September 5, 2024)</i>	
8:00 am – 8:30 am	Management of Learning
8:31 am – 10:00 am	Workshop 3: Consolidation of PPMP of each functional division
10:01 am – 10:30 am	HEALTH BREAK
10:31 am – 12:00 nn	Continuation of Workshop 3
12:01 pm – 1:00 pm	LUNCH
1:01 pm – 3:00 pm	Presentation and Finalization of FY 2025 PPMP <ul style="list-style-type: none"> <li>▪ Office of the Schools Division Superintendent</li> <li>▪ Curriculum Implementation Division</li> <li>▪ School Governance and Operations Division</li> </ul>
3:00 pm – 3:30 pm	HEALTH BREAK
3:30 pm – 5:00 pm	Continuation of Presentation and Finalization of FY 2025 PPMP
<i>Day 3 (September 6, 2024)</i>	
8:00 am – 8:30 am	Management of Learning
8:31am – 10:00 am	Continuation of Presentation and Finalization of FY 2025 PPMP
10:00 am – 10:30 am	HEALTH BREAK
10:31 am – 12:00 nn	Presentation of the FY 2025 PPMP of SDO Bulacan (to be presented by the Budget Officer)
12:01 pm – 1:00 pm	LUNCH
1:01 pm – 2:30 pm	Ways Forward (Discussion of the Preparation of the Work and Financial Plan)
2:31 pm- 3:00 pm	Closing Program
3:01 pm – 3:30 pm	HEALTH BREAK
3:31 pm – 5:00 pm	Travel Time



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Enclosure No. 3 to Division Memorandum No. *74*, s. 2024

List of Participants

Name	Designation
<i>Office of the Schools Division Superintendent (OSDS)</i>	
1. Norma P. Esteban, EdD, CESO V	Schools Division Superintendent
2. Maria Celina L. Vega, CESO VI	Assistant Schools Division Superintendent
3. Elmer D. Lopez	Atty. III
4. Josefina S. Pedroche	Administrative Officer V
5. Victoria O. Madrigal	Administrative Officer IV (HRMO)
6. Lorena P. Bodoso	Administrative Officer IV (Records Officer)
7. Raquel I. Climaco	Administrative Officer IV (Supply Officer)
8. Ma. Angela Dionisio	Administrative Assistant III
9. Alvin V. Suriven	Administrative Officer V
10. Agnes M. Seifnezhad	Accountant I
11. Richard C. Biglete	Information Technology Officer I
12. Yaneleen Grace Cruz	Administrative Assistant III
13. Jamaica Marcelino	OSDS Staff (Office of the SDS Proper)
<i>Curriculum Implementation Division (CID)</i>	
14. Rainelda M. Blanco, PhD	Education Program Supervisor
15. Virgilio L. Laggui, PhD	Education Program Supervisor
16. Anastacia N. Victorino, EdD	Education Program Supervisor
17. Marinella T. Pengson, PhD	Education Program Supervisor
18. Francisco B. Macale	Education Program Supervisor
19. Jay Arr V. Sangoyo, PhD	Education Program Supervisor
20. Agnes R. Bernardo, PhD	Education Program Supervisor
21. Perlita G. Pagdanganan	Education Program Supervisor
22. Ariston E. Manuel	Education Program Supervisor
23. Eleseo E. Godoy, PhD	Education Program Supervisor
24. Glenda Constantino	Education Program Supervisor
25. Daniel V. Ortega, EdD	Public Schools District Supervisor
26. Paul J. Candelaria	Public Schools District Supervisor
27. Alexander C. Cruz, PhD.	Public Schools District Supervisor
28. Priscilla SM Navarro, EdD	Public Schools District Supervisor
29. Dulce Regina C. Flores, EdD	Public Schools District Supervisor
30. Anna Liza M. Villanueva, EdD	Public Schools District Supervisor
31. Guiller J. Flores, EdD.	Public Schools District Supervisor
32. Anabell R. Palomo, PhD	Public Schools District Supervisor
33. Gilbert M. Agapito	Public Schools District Supervisor
34. Teresita B. Alquiza, PhD	Public Schools District Supervisor
35. Lorelina G. Sierra, EdD	Public Schools District Supervisor
36. Cecilia P. Buenaventura, EdD	Public Schools District Supervisor
37. Leonora V. Bergado, EdD	Public Schools District Supervisor
38. Ma. Neriza F. Fanuncio, EdD	Public Schools District Supervisor
<i>School Governance and Operations Division (SGOD)</i>	



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39. Cecilia S. Custodio, PhD	Chief Education Supervisor
40. Jay-Arr C. Tayao	Education Program Supervisor
41. Paulo Eduardo C. Cruz Jr.	Planning Officer III
42. Maribel S. Perez	Senior Education Program Specialist
43. Marilene G. Ramos	Senior Education Program Specialist
44. Ma. Bella S. Fajardo	Education Program Specialist II
45. Ma. Lourdes J. Patag	Senior Education Program Specialist
46. Cecille E. Cruz	Education Program Specialist II
47. Ma. Jesusa V. Pampilon	Education Program Specialist II
48. Pedro G. Lacap	Project Development Officer II
49. Carl Paulo A. Fernando	Engineer III
50. Christian V. Dela Cruz	Project Development Officer I
51. Vilma Q. Aguas	Dentist
52. Shirley C. Burgos	Nurse
53. Bernadette R. de Jesus	Nurse
54. Editha C. Bequizo	Nurse
55. Ma. Lorena B. Cardenas	Elementary School Principal
56. Nora G. Adriano	Elementary School Principal
57. Evangelina S. Cristobal	Secondary School Principal
58. Nerti I. Dizon	Secondary School Principal
59. Minerva M. Silat	Secondary School Principal