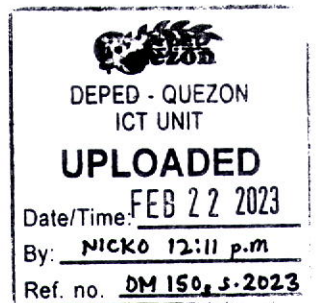




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



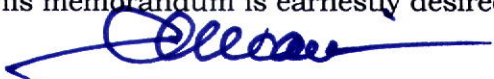
20 February 2023

**DIVISION MEMORANDUM**  
DM No. 150, s. 2023

**ADDENDUM & CORRIGENDUM TO DM NO. 094, S. 2023 FY 2024 PRE-PLANNING  
SEMINAR WORKSHOP & BUDGET FORUM**

**TO :** Assistant Schools Division Superintendents  
Division Chief - SGOD  
School Heads – Implementing Units

1. In connection with Division Memorandum No. 094, s. 2023 dated February 6, 2023, entitled FY 2024 Pre-Planning Seminar-Workshop & Budget Forum, **the said activity will be adjusted to include the Conduct of the Division Consolidation of FY 2024 Budget Proposals for Implementing Units.** Kindly see attached Enclosure for Program Guide.
2. The venue of this Activity will be at M.I. Sevilla's Resort, Brgy. Domoit, Lucena City.
3. The Administrative Assistant III of the following **Schools which will soon be converted to Implementing Units** are also requested to attend:
  - BAGUPAYE NHS
  - CAGSIAY I NHS
  - HINGUIWIN NHS
  - LEONARDA D. VERA CRUZ NHS
  - SAMPALOC NHS, SAMPALOC
  - SAN ROQUE NHS, CATANAUAN
  - PILI NHS
4. All other information contained in the Memorandum shall remain the same.
5. Immediate dissemination and compliance of this memorandum is earnestly desired.

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

budrsa02/20/2023

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



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

Enclosure to DM No. 150, s. 2023

**FY 2024 PRE-PLANNING Seminar Workshop & BUDGET FORUM  
(Implementing Units)**

**PROGRAM GUIDE  
March 1-3, 2023**

TIME	ACTIVITY/TOPIC	FACILITATOR/SPEAKER
<b>DAY 0</b>		
<b>DAY 1</b>		
8:00 – 8:30 AM	NATIONALISTIC SONG/OPENING PRAYER/ENERGIZER/ROLL CALL OF PARTICIPANTS/RECAP	SEPS MICHELLE DUMA (SGOD/HRDS)
8:30 – 12:00 AM	SEMINAR-WORKSHOP PROPER	PO III MARBIN JERAMIL FRAGATA (SGOD/PLANNING)
	TOPIC: FY 2024 PRE-PLANNING	
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 2:00 PM	SEMINAR-WORKSHOP PROPER	PO III MARBIN JERAMIL FRAGATA (SGOD/PLANNING)
	TOPIC: FY 2024 PRE-PLANNING	
2:00 – 4:00 PM	SEMINAR-WORKSHOP PROPER	AO V CATHERINE PUREZA (OSDS/BUDGET)
	TOPIC: BUDGET FORUM	
4:00 – 5:00 PM	CLOSING PRAYER/OTHER MATTERS	PO III MARBIN JERAMIL FRAGATA (SGOD/PLANNING)
<b>DAY 2</b>		
8:00 – 8:30 AM	NATIONALISTIC SONG/OPENING PRAYER/ENERGIZER/ROLL CALL OF PARTICIPANTS/RECAP	SEPS MICHELLE DUMA (SGOD/HRDS)
8:30 – 12:00 AM	SEMINAR-WORKSHOP PROPER	ADAS III ARIANNE CEJANE (FINANCE/BUENAVISTA NHS)
	TOPIC: BUDGET PREPARATION	
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 2:00 PM	SEMINAR-WORKSHOP PROPER	ADAS III ARIANNE CEJANE (FINANCE/BUENAVISTA NHS)
	TOPIC: BUDGET PREPARATION	
2:00 – 4:00 PM	CONSOLIDATION OF BUDGET PROPOSALS	
4:00 – 5:00 PM	REMINDERS/OTHER MATTERS	PO III MARBIN JERAMIL FRAGATA (SGOD/PLANNING)
	EVALUATION LINK	
	CLOSING PRAYER	

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)