

DepEd-Division of Catanduanes  
 RECORDS SECTION  
**RELEASED**  
 BY: \_\_\_\_\_ No: 035  
 DATE: 25 FEB 2025 TIME: 9:35



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

**OFFICE MEMORANDUM**  
 No. 035, s. 2025

**WORKSHOP ON STREAMLINING OF OFFICE ACTIVITIES,  
 OPERATIONAL PLANNING AND BUDGETING**

TO : OIC – Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 OSDS Section/ Unit Heads  
 CID and SGOD Personnel  
 All Others Concerned

- To streamline office activities, operational plans and budget in the Schools Division Office, there will be a workshop of identified SDO personnel on February 26, 2025 from 8:00 AM to 5:00 PM at a venue to be announced later.
- The SDO personnel expected to participate in the activity are the following: *(Strictly no proxy is allowed. Therefore, all previously approved leaves are recalled in favor of the workshop)*

OSDS (12)	OIC – SDS, OIC – ASDS, BAC Secretariat Head Attorney III, ITO I, Accountant III, AO V (Budget), AO V (Administrative) AO IV (HRMO), AO IV (Supply), AO IV (Cashier), AO IV (Records)
CID (12)	CES, 10 EPS, 1 PSDS Representative
SGOD (12)	CES, EPS, Representative from HNU, 4 SEPS, Engineer III, Planning Officer III, PDO I (YFD), PDO I (DRRM), DSO

- The participants are expected to do the pre-workshop activities to ensure that they are prepared for the workshop sessions. Templates to be used are downloadable through the link <https://bit.ly/4h0jOhe>.
- The following enclosures are attached to this memorandum for reference and guidance:
  - Enclosure 1: Activity Matrix
  - Enclosure 2: LDIP Template
  - Enclosure 3: AIP Template
  - Enclosure 4: WFP Template
  - Enclosure 5: Project Brief Template
  - Enclosure 6: IPCRF Template
- For information, guidance, and compliance of all concerned.

By Authority of the OIC – Schools Division Superintendent

**DELFIN A. BONDAD**  
 OIC – Assistant Schools Division Superintendent  
 Officer-in-Charge



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## Kagawaran ng Edukasyon

REHIYON V - BICOL

### TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure 1 to Office Memorandum No. 035, s. 2025

#### ACTIVITY MATRIX

Time	Activity	Person/s Responsible
8:00 - 8:15	Registration	Support Staff
8:15 - 8:30	Preliminaries	
	Philippine National Anthem Prayer Bagong Pilipinas Hymn SDO Catanduanes Hymn DepEd Policy Statement	AVP AVP AVP AVP AVP
8:30 - 8:35	Statement of Purpose	<b>Cecile C. Ferro</b> OIC - SDS
8:35 - 8:50	Review of the Feedback from the OPCR Regional Validation	<b>Floren P. Clavo</b> SEPS for Planning and Research
8:50 - 9:00	Brainstorming on Ways Forward by Functional Division	SDS OPCR KRA and Objective In-Charge
9:00 - 9:15	Five-minute Reporting of Commitments to Improve 2025 Performance	<b>Romel G. Petajen</b> CES - CID <b>Mary Jean S. Romero</b> CES - SGOD <b>Eva S. Tolentino</b> AO V (Administrative)
9:15 - 9:30	Presentation of CY 2025 SDO OPCR	<b>Rey C. Bonayon</b> PO III
9:30 - 10:00	Adjustments on the 2025 OPCRF	<b>Moderator: Delfin A. Bondad</b> OIC - ASDS/ BAC Chairperson
10:00 - 10:30	Health Break	
10:30 - 11:30	SDS Hour - Observations on Office Business Matters	<b>Cecile C. Ferro</b> OIC - SDS
11:30 - 12:00	Finalization of Calendar of Activities for March to December 2025	<b>Facilitators:</b> <b>Floren P. Clavo</b> - SEPS, SGOD PRS <b>&amp; Jennifer B. Metica</b> - ITO
12:00 - 1:00	Lunch Break	
1:00 - 1:45	Timeline setting of procurement of projects and activities from March to December 2025	<b>Delfin A. Bondad</b> OIC - ASDS/ BAC Chairperson (With BAC Secretariat Head)
1:45 - 2:15	Discussion on the following: LDIP, AIP, WFP, Project Proposal/Project Completion Report	<b>Floren P. Clavo</b> SEPS - SGOD PRS
2:15 - 2:30	Presentation of CY 2025 SEF Approved Budget	<b>Cecile C. Ferro</b> OIC - SDS
2:30 - 3:30	Workshop on the Preparation of LDIP 2016 - 2031, SDO/SEF AIP 2026, WFP, and Project Proposals	By Section/ Unit
3:30 - 4:30	Preparation of WFP, AIP, LDIP and Project Proposals	All participants
4:30 - 4:45	Presentation of Outputs	Selected Participants
4:45 - 4:55	Closing Statement	<b>Cecile C. Ferro</b> OIC - SDS
4:55 to 5:00	Closing Prayer	<b>Eva S. Tolentino</b> AO V (Administrative)

Lady of Ceremonies: **Ma. Rita SR. Tablate, SEPS - SGOD SMME**



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Enclosure 2 of Office Memorandum No. 035, s. 2025

**LDIP TEMPLATE**

LOCAL DEVELOPMENT INVESTMENT PROGRAM (LDIP)  
 CY \_\_\_\_\_

Province of Catanduanes

AP Ref. Code	Program/Project/ Activity/ Description	Location	Implementing Office/ Department	Schedule of Implementation		Expected Output	Funding Source	Assess			TOTAL	Amount of Funds Change		SOC Typology Code
				Start Date	Completion Date			Federal/ Local (P)	Maintenance and Other Operating Expenses (MOE) (M)	Physical Expenses (R)		Capital Outlay (CO)	Change Authorized	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

Prepared by: \_\_\_\_\_  
 Department Head

Approved: \_\_\_\_\_  
**EMERSON**  
 Provincial Governor



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Enclosure 3 of Office Memorandum No. 035, s. 2025

**AIP TEMPLATE**

ANNUAL INVESTMENT PROGRAM (AIP)  
 CT \_\_\_\_\_

Province of Catanduanes

AIP Ref Code	Program/Project/ Activity/ Description	Location	Implementing Office/ Department	Schedule of		Expected Output	Funding Source	Amount				Climate Change Adaptation		CCC Typology Code	
				Start Date	Completion Date			Personal Services (PS)	Maintenance and Other Operating Expenses (MOOE)	Financial Expenses (FE)	Capital Outlay (CO)	TOTAL	Climate Change Adaptation		Climate Change Mitigation
(1)	(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

Prepared by:  
 \_\_\_\_\_  
 Department Head

Approved:  
 JOSEPH C. CUA  
 Provincial Director



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Enclosure 3 of Office Memorandum No. 035, s. 2025

**AIP TEMPLATE**

ANNUAL INVESTMENT PROGRAM (AIP)  
 CY \_\_\_\_\_

Province of Catanduanes

AIP Est. Code	Program/Project/ Activity/ Description	Location	Implementing Office/ Department	Schedule of		Expected Output	Funding Source	Amount				Amount in Current Currency		CCC Typology Code
				Start Date	Completion Date			Personal Services (PS)	Maintenance and Other Operating Expenses (MOOE)	Financial Expenses (FE)	Capital Outlay (CO)	TOTAL	Change Adoption	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

Prepared by:

Department Head

Approved:

**JOSEPH C. CUA**  
 Provincial Governor



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Enclosure 4 of Office Memorandum No. 035, s. 2025

**WFP TEMPLATE**

Republic of the Philippines  
 PROVINCE OF CATANDUANES

Name of Department/Office/Agency \_\_\_\_\_

**WORK AND FINANCIAL PLAN CY \_\_\_\_\_**

Name of Project:

Description of Proposed Work/Activity	Location	Output Indicator	Target (Quarterly)				Implementing Period	Financial Requirements				Estimated Cost
			Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4	
Total												

Prepared by:

\_\_\_\_\_  
 Department Head

Reviewed and Recommending Approval:

ELSIE B. REYES  
 PPDC

NEÑA V. GUERRERO  
 FBMO

ERME T. TABLANTE  
 Acting Prov'l. Treasurer

SONIA P. VILLALUNA  
 Prov'l. Accountant

Approved by:

JOSEPH C. CUA  
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Enclosure 5 of Office Memorandum No. 035, s. 2025

**PROJECT BRIEF TEMPLATE**

I. Name and Type of Project	
1. Name of Project	<i>What is the working name of the project? It must be brief and catchy</i>
2. Project Description	<i>Short description must be added. How would it be described in 2-3 sentences?</i>
3. Project Category	<i>In what category does it fall?</i> <ul style="list-style-type: none"> <li>• <i>Infrastructure &amp; other physical capital?</i></li> <li>• <i>Public and private institutions?</i></li> <li>• <i>Social, local economic development, environmental management?</i></li> <li>• <i>Other?</i></li> </ul>
4. Location	<i>Where is the proposed location of the project?</i>
5. Environmental Assessment	<i>Are the project's demands on the natural resources assured of being met for the life of the project?</i>
6. Risk Assessment	<i>Would the project be at any risk from environmental or human-made hazards?</i>
II. Project Component	<ul style="list-style-type: none"> <li>• <i>State indicative duration of each component. What places, activities, and groups in the same area are targeted by the project?</i></li> <li>• <i>List the things that need to be done to produce the desired output</i></li> <li>• <i>Is a formal feasibility/ design study required?</i></li> <li>• <i>Who would manage implementation?</i></li> <li>• <i>What complementary measures are needed to ensure project success or reinforce the intended effects?</i></li> </ul>
III. Estimated Cost of Inputs	<ul style="list-style-type: none"> <li>• <i>What amount of implementation funding is required? Classified into materials, human power, equipment, etc. by activity component, where applicable and in pesos if possible</i></li> </ul>
IV. Justification of the Project	<ul style="list-style-type: none"> <li>• <i>Indicate the issue being addressed as identified in the plan</i></li> <li>• <i>What indicators of development does the proposed project address?</i></li> <li>• <i>On what other places is the project likely to have an effect, and how?</i></li> <li>• <i>What social and economic activities in what location are likely to be affected by the project, and how?</i></li> <li>• <i>In what way, if any, is the proposed project related to other planned or on-going area development activities?</i></li> </ul>
V. Target Beneficiaries	<ul style="list-style-type: none"> <li>• <i>Population Sectors or Geographical areas</i></li> <li>• <i>Specify how men and women or specific areas will be benefited</i></li> </ul>
VI. Target Outputs or Success Indicators	<ul style="list-style-type: none"> <li>• <i>Quantify if possible</i></li> <li>• <i>Include indicator of success and means of verification</i></li> <li>• <i>What complementary measures are needed to ensure project success or reinforce the intended effects?</i></li> </ul>



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	<ul style="list-style-type: none"><li>• <i>What will be the public revenue and expenditure impacts of the project?</i></li><li>• <i>Is the project meant to improve area socio-economic performance in any other ways?</i></li></ul>
VII. Possible Risks or External Factors that Could Frustrate the Realization of the Project	<ul style="list-style-type: none"><li>• <i>May be natural, social, economic, etc.</i></li></ul>
VIII. Expected Private Sector Response	<ul style="list-style-type: none"><li>• <i>Specify desired private sector participation, e.g., investments</i></li><li>• <i>What are the expected responses by the private sector and other stakeholders to the changes that will result from the project?</i></li></ul>



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Enclosure 6 of Office Memorandum No. 035, s. 2025

**IPCRF TEMPLATE**

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF)														
Name of Employee Position Division						Name of Officer Position Date of Review								
TO BE FILLED OUT DURING PLANNING								TO BE FILLED OUT DURING EVALUATION						
MFO	Title	OBJECTIVES	TIMELINE	Budget Per MFA	Performance Indicators (Quality)	Performance Indicators (Efficiency)	Performance Indicators (Timeliness)	ACTUAL RESULTS	RATING			AVERAGE	SCORE	
									Q	E	T			

  

Signature: _____ Date: _____		Signature: _____ Date: _____		APPROVAL: _____ DATE: _____
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