



Republic of the Philippines  
Department of Education

Region V - Bicol  
SCHOOLS DIVISION OFFICE OF CATANDUANES

November 14, 2023

MEMORANDUM TO:

Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD), and  
Program Owners (PRS, HRM, SNED, ALIVE,  
ALS, LRMDS, NAT, HNU, and HRD)

In relation with the Memorandum dated November 6, 2023 regarding the submission of the Annual Physical Plan FY 2024 and Quarterly Physical Report of Operation FY 2023 and succeeding years, kindly submit the plans and reports/accomplishments on or before November 20, 2023 for plans and every 5<sup>th</sup> day of 1<sup>st</sup> month of the quarter.

Further, for the last quarter the accomplishment should be estimate only.

For information, guidance and strict compliance.

SOCORRO V. DELA ROSA, CESO V  
Schools Division Superintendent

Enclosure: Template



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**Physical Plan and Quarterly Physical Report of Operation**

Particulars	Current Year Accomplishment FY 2023				Physical Target FY 2024				Remarks	
	1st	2nd	3rd	4th	Total	1st	2nd	3rd		4th
	Estimate/ Actual	Estimate/ Actual	Estimate/ Actual	Estimate/ Actual						

Prepared by:

Certified correct:

\_\_\_\_\_  
Program Owner

\_\_\_\_\_  
Assistant Schools Division Superintendent/Chief Education Supervisor

November 14, 2023

*[Signature]*  
SODORU V. DE LA ESTRA, CESO IV  
Assistant Schools Division Superintendent