



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
**SCHOOLS DIVISION OF KABANKALAN CITY**

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**Office of the Schools Division Superintendent**

**MEMORANDUM**

**TO:** OIC-Assistant Schools Division Superintendent  
OSDS Unit Heads  
All Others Concerned

**FROM:** MICHELL L. ACOYONG, CESO VI  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

**Subject:** ADJUSTMENT OF QIV OFFICE OF THE SCHOOLS DIVISION  
SUPERINTENDENT (OSDS) WORK AND FINANCIAL PLAN (WFP)

**Date:** 20 October 2023

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1. Anent **Regional Memorandum No. 681, s. 2023**: REITERATION OF THE STRICT COMPLIANCE AND COMPULSORY UTILIZATION OF THE PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS), the Office of the Schools Division Superintendent shall conduct adjustment of QIV PMIS Work and Financial Plan (WFP) on October 23, 2023 from 1:30 p.m. to 5:00 p.m. at the New SDO Conference Hall.
2. Attached are the list of participants and program flow.
3. Immediate dissemination of and compliance with this Memorandum are desired.



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**SCHOOLS DIVISION OF KABANKALAN CITY**

**List of Participants**

Name	Sex	Designation
1. Lea C. Belleza EdD	F	ASDS
2. Arnold S. Magdaet	M	AO V – Admin.
3. Nonielon P. Pescadera	M	Attorney III
4. Meralie Mae Gualdrapa	F	Accountant III
5. Lyn Rose E. Otea	F	AO V - Budget
6. Dino Alexandrino Xenos Lopez	M	AO IV
7. Chris Erabon	M	AO IV
8. Jorel Diagmel	M	AO II
9. Janelyn Toresis	F	AO II
10. Salvacion Elcy Pantajo	F	AA VI
11. Jonalyn A. De La Cerna	F	SEPS - SMME
12. Aldrin T. Ballentos	M	EPS II – SMME
13. Archiebal Poyogao	M	ITO
14. Gilbert Biaco	M	AO II
15. Anjie Aliling	F	ADAS II

**Program Flow**

Time	Activity	Person-In-Charge
1:30 p.m. to 1:45 p.m.	Opening Program	OSDS
1:46 a.m. to 3:45 p.m.	I. Adjustment of QIV WFP	Arnold S. Magdaet
3:46 p.m. to 4:45 p.m.	II. Presentation of Adjusted WFP	
	A. Administrative Management	
	1) Human Resource	Chris G. Erabon, AO IV
	2) Cash	Janelyn C. Toresis, AO II
	3) Supply	Jorel J. Diagmel, AO II
	4) Records	Dax M. Lopez, AO IV
	B. Financial Management	
	1) Budget	Lyn Rose E. Otea, AO V
	2) Accounting	Meralie Mae B. Gualdrapa, Accounting III
	C. Ancillary Services	
1) Legal	Atty. Nonielon P. Pescadera, Attorney III	
2) ICT	Archiebal A. Poyogao, ITO	
4:45 p.m. to 5:00 p.m.	Closing Program	SGOD-SMME Unit