



July 27, 2018

DIVISION MEMORANDUM

No. 57 s. 2018

WORKSHOP ON PREPARATION OF FY 2019 SPECIAL EDUCATION FUND (SEF) PROPOSAL AND PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

TO : OIC-Chief, Schools Governance and Operations Division
SEF Technical Working Group
Education Program Supervisors
Public School District Supervisors
Elementary and Secondary School Heads and OIC-Senior HS
All Others Concerned

1. Pursuant to Joint Circular (JC) No. 1, s. 2017 entitled Revised Guidelines on the Use of Special Education Fund (SEF) which was jointly issued by the Department of Education (DEPED), Department of Budget and Management (DBM), and Department of the Interior and Local Government (DILG), a **Workshop on Preparation of FY 2019 Special Education Fund (SEF) Proposal and Project Procurement Management Plan (PPMP) will be conducted on August 3, 2018 at Boso-Boso Highlands Resort and Convention Center, Antipolo City.**
2. The workshop intends to provide for a more strategic and efficient utilization of resources under Special Education Fund (SEF) and a more directed and goal oriented organization as well as to strengthen commitment towards improvement through planning and evaluation.
3. Specifically, the activity aims to:
 - a. Update participants on the utilization of 2018 Special Education Fund (SEF) Budget and 2019 Annual Implementation Plan (AIP);
 - b. Re-orient the participants on the preparation of Project Procurement Management Plan (PPMP);
 - c. Prioritize School Programs/Projects/Activities (PPA) for FY 2019 SEF Proposed Budget per schools district; and
 - d. Facilitate the crafting of Division FY 2019 SEF Budget Proposal in accordance with the JC No. 1, s. 2017 entitled Revised Guidelines on the Use of Special Education Fund (SEF), incorporating the prioritized PPAs based on School Annual Improvement Plan.
4. Participants to this activity are the SEF Technical Working Group, Education Program Supervisors, Public Schools District Supervisors and Elementary and Secondary School Heads. No proxy is allowed.
5. Participants are requested to bring laptop, pocket wi-fi and extension cord.
6. A registration fee of **P 800.00** shall be charged each participant to cover expenses for food and accommodation for one (1) day. This will be taken from the School's MOOE Fund Division MOOE subject to the usual auditing and accounting rules and procedures.



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7. Attached herewith are the following enclosures for your reference;

- Enclosure 1 – List of Participants
- Enclosure 2 – Working Committee
- Enclosure 3 – Program of Activities
- Enclosure 4 – Program
- Enclosure 5 – Templates

8. Widest dissemination and participation of all concerned to this activity is enjoined.

DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



Enclosure 1 to Division Memorandum 54 s. 2018

LIST OF PARTICIPANTS

NO.	SEF TWG	OIC-CHIEF/EPS	PSDS	SCHOOL HEADS
	Dr. Rommel C. Bautista, CESO V	SDS		
	Dr. Gloria C. Roque	OIC-ASDS		
Dist. I-A	Frederick B. Vallinas	Melanie F. Burgonia	Vivienne C. Martinez	Joyany ST. Gutierrez Adelaida A. San Diego Rosa Tayamora
Dist. I-B	Engr. Madiel D. Verzola	Cristina C. Salazar	Luz C. Cayanong	Dr. Flora D. Cahapay Dr. Fely V. Aminosos Erwin P. Acorda Dr. Rowena B. Sison
Dist. I-C	Michael P. Glorial	Dr. Jonathan P. Domingo	Marilyn D. Zapanta	Myla F. Tupas Evangeline R. Quibuyen Luningning C. Tapales Tito A. Cabacaba Eugenio B. Sierra, Jr. Rosanna A. Ortiz Virgilio O. Paata, Jr. Ronaldo I. Ata
Dist. I-D	Ragaam V. Dela Cruz	Priscilla V. Salo	Dr. Gloria A. Benedicto	Wilma R. Doctor Nenita G. Acorda Dr. Romeo G. Rodriguez, Jr. Anna Lyn P. Raymundo Reynaldo L. Agustin
Dist. II-A		Dolores J. Agong	Marilou M. Lico	Dr. Ferdinand B. Millan Dr. Rommel S. Beltran
Dist. II-B	Alfonso L. Abogado	Dr. Arnel T. Buena	Jocelyn Perez	Jean L. Danga Dr. Paz T. Casagan Teresa O. Amido Mary Jane G. Halili Martin L. Rumbaoa Henry M. Lico
Dist. II-C	Myra B. Villareal	Reynaldo M. Andrade, Jr.	Nimrod A. Tupas	Dr. Mervin C. Tortoza Fortunato C. Quibuyen II Maria Carla C. Sacristia Carolina A. Tapar Celso R. Bagunu Maricel A. Cruz Rodolfo M. Gonzales
Dist. II-D	Anselmo C. Celeste, Jr.	Bernadette I. Berber		Dr. Jocelyn S. Montes Teody E. Bautista Dr. Marilyn B. Rodriguez Evangeline C. Panahon Dr. Catalina M. Bonayon Nixon C. Maximo
Dist. II-E	Merlita O. Sayago		Dr. Emily M. Concio	Jumar T. Calibuso Rodien Dunhill C. Arnaiz Ana Maria G. Rivas



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				Patrick Alfred C. Olaño
				Mary Grace F. Santiago
				Dr. Mercedita E. Fortunado
				Margie R. Lagarde
				Erwena J. Corvera
				Esperanza L. Mandal
				Esteban B. Casauay
				Thelma F. Colocar
				Dr. Darwin D. Bargo
Dist. II-F	Lito A. Palomar		Dr. Michael L. Tayona	Reynaldo P. Lozano, Jr.
				Mark B. Gabion
				Racob T. Hinaloc
				Dr. Maricel R. Tortoza
				Maria Michelle L. Arevalo
				Reynaldo P. Lozano, Jr.
				Ceres Joy C. Cabrera
				Marcel S.J. Alejandro
				Ivy Grace Y. Desoyo
				Amado B. Cabus
				Jeneath G. Bartolata
				Amado B. Cabus
				Rodrigo D. Dittaro
				Liza L. Banayo
				Digna G. Orge
				Reynaldo P. Lozano, Jr.
				Rachel D. Abejero
Support	Maria Florabel M. Tolentino	ITO		
	Gavino Francisco	AO-Cashier		
	Christine Joy Cables			
TOTAL	14	8	9	68



Enclosure 2 to Division Memorandum No. 57 s. 2018

EXECUTIVE COMMITTEE

Chairperson: **Dr. Rommel C. Bautista, CESO V**
Schools Division Superintendent

Co-Chairperson: **Dr. Gloria C. Roque**
OIC-Asst. Schools Division Superintendent

Members:

Lito A. Palomar
OIC-Chief, Curriculum Implementation Division
Anselmo C. Celeste Jr.
OIC-Chief, School Governance and Operation Division
Frederick B. Vallinas, Administrative Officer V
Merlita O. Sayago, EPS-Kindergarten/SPED/SEF In-Charge
Alfonso L. Abogado, SEPS-Planning and Research
Myra B. Villareal, Planning Officer III
Ragaam V. Dela Cruz, Budget Officer
Engr. Madiel Verzola, Facilities Coordinator
Michael P. Glorial, Supply Officer
Arlene L. Tayona, SEPS-Human Resource Development

TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration	Marilyn D. Zapanta Gavino S. Francisco	<ul style="list-style-type: none"> In-charge of attendance Ensures that participants are registered Prepares accomplished registration/attendance sheets and submit to the Supply Office
Program, Invitation Certificates (Participation, Appearance and Recognition)	Luz C. Cayanong Jocelyn A. Perez Christine Joy Cabiles	<ul style="list-style-type: none"> Prepares program and certificates and facilitates its distribution
Documentation	Vivienne C. Martinez	<ul style="list-style-type: none"> Document event's significant details Submit a narrative report containing the essential outcome of the event to the program head
Technical/ICT	María Florabel M. Tolentino	<ul style="list-style-type: none"> Checks the sound system, laptop and ICT equipment to be used Assists the discussants in their presentation
Logistics	Michael P. Glorial Engr. Madiel Verzola	<ul style="list-style-type: none"> Plans and secures logistics to support the activity In-Charge of materials, physical arrangement and accommodation
Food and Health	Dr. Emily M. Concio	<ul style="list-style-type: none"> Manages and facilitates the preparation and distribution of meals Ensures that all participants were served
Budget and Finance	Raquel F. Esguerra Ragaam V. Dela Cruz	<ul style="list-style-type: none"> Oversees the efficient allocation of funds and timely release as well as documentation for payment



Enclosure 3 to Division Memorandum 57 s. 2018

PROGRAM OF ACTIVITIES

Time	ACTIVITIES
7:00-7:30	Registration
7:30-8:00	Opening Program
8:00-9:00	<i>Updates of 2018 SEF Budget and It's Utilization</i>
9:00-9:30	Snack
9:30-10:30	<i>Presentation of 2019 Annual Improvement Plan (AIP)</i>
10:30-11:00	<i>Re-orientation on PPMP and Presentation of Workshop Template</i>
11:00-12:00	<i>Workshop on Prioritization of Schools District PPAs and Preparation of Project Procurement Management Plan (PPMP) for FY 2019 Special Education Fund (SEF) Proposal</i> <ul style="list-style-type: none">• <i>SEF TWG, EPSs and PSDSs</i>
12:00-1:00	Lunch
1:00-2:45	
2:45-3:00	Snack
3:00-4:45 (10 minutes per district)	<ul style="list-style-type: none">• <i>Presentation of District Prioritized PPAs for FY 2019 Special Education Fund (SEF) Proposal and Project Procurement Management Plan (PPMP)</i>• <i>Feedbacking</i><ul style="list-style-type: none">➤ District I- Anselmo C. Celeste and District II- Lito A. Palomar
4:45-5:00	Closing Program



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OPENING PROGRAM

National Anthem	MICHAEL T. TAYONA PSDS, District II-F
Prayer	MARILOU M. LICO PSDS, District II-A
CALABARZON March Mabuhay Rizal Antipolo Hymn	ANSELMO C. CELESTE, JR. OIC-Chief, SGOD
Checking of Attendance	NIMROD A. TUPAS PSDS, District II-C
Opening Remarks	DR. GLORIA C. ROQUE OIC-Asst. Schools Division Superintendent
Inspirational Message	DR. ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent
Statement of Purpose	MERLITA O. SAYAGO EPS-Kindergarten/SPED/SEF In-Charge

CLOSING PROGRAM

Pilipinas Kong Mahal	MARILYN D. ZAPANTA PSDS, District I-C
Prayer	DR. GLORIA A. BENEDICTO PSDS, District II-E
Awarding of Certificates	DR. ROMMEL C. BAUTISTA, CESO V DR. GLORIA C. ROQUE LITO A. PALOMAR ANSELMO C. CELESTE JR.
Closing Remarks	FREDERICK B. VALLINAS Administrative Officer V

MYRA B. VILLAREAL
Lady of Ceremony

GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE

Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT : **xxx Division**

Charged to GAA

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec

TOTAL BUDGET: _____

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted By:

End-user
xxx

(name)
Head, (name of end-user unit)