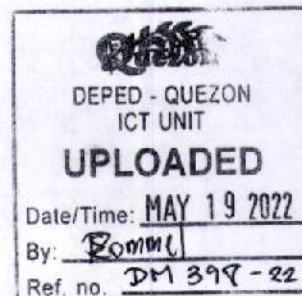




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



19 May 2022

**DIVISION MEMORANDUM**

DM No. 398, s. 2022

**FINANCIAL PERFORMANCE REVIEW AND PREPARATION OF 2022 CATCH-UP PLANS  
FOR THE SUCCEEDING QUARTERS**

To: **Assistant Schools Division Superintendents**  
**Division Chief – SGOD**  
**School Heads of Implementing Unit (IU)**

1. With reference to DBM Budget Circular No. 587 purpose of synchronizing the release of funds to the implementation of over all physical, financial plans, targets and schedules of departments, agencies and/or operating units, and DepED Order No. 44, s. 2015 continuous improvement of Projects & Processes, this Office, through the Budget, Accounting, Planning, Personnel & Cash Sections/Units will conduct a **Financial Performance Review and Preparation of Catch-Up Plans for the Succeeding Quarters on May 23 - 24, 2022**, at M.I. Sevilas Resort & Farm, Lucena City.
2. This activity aims to evaluate the Financial Performance of Secondary Implementing Units and to provide Technical Assistance in the Preparation of their Catch-Up Plans to prevent the incurrence of Unexpended Funds for the current year.
3. The **expected participants are the Accountant I/Senior Bookkeeper** of Implementing Units. They are required to bring their own Laptop, and extension wires.
4. The Participants are expected to present their First Quarter Financial Performance Report, Catch-Up Plans, Best Practices & Challenges encountered with regards to the utilization of funds.

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5. All the participants are expected to observe the minimum health protocols in accordance with the IATF/DOH guidelines throughout the duration of the Activity. Furthermore, all are required to bring with them their vaccination cards.
6. Foods and accomodation are chargeable against the Division MOOE, while the Travelling Expenses to be incurred in this activity by the SDO/Implementing Units Personnel shall be charged to the Division/School MOOE respectively, subject to the usual budget, accounting and auditing rules and regulations.
7. For clarifications and other concerns, kindly coordinate with Ms. Catherine A. Pureza, AO V (*Finance*), via email at [catherine.pureza001@deped.gov.ph](mailto:catherine.pureza001@deped.gov.ph).
8. Immediate dissemination and compliance of this Memorandum is earnestly desired.

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

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*Annex – List of Participants*

<b>SDO PERSONNEL</b>		
1	ELIAS A. ALICAYA, JR.	ASDS/OIC-SDS
2	HERBERT D. PEREZ	Asst. Schools Division Superintendent
3	CATHERINE A. PUREZA	AO V - Finance/Budget Officer III
4	EDMUNDO MARIN, JR.	Accountant I/OIC-Accountant III
5	MARBIN JERAMIL FRAGATA	Planning Officer III
6	WENNIE O. GAELA	AO IV/HRMO II
7	SHIELA E. JAVEN	AO IV/Cashier II
8	ALEGRIA MEDENILLA	ADA VI (Budget - TWG)
9	HEIDE H. GABRIEL	Nurse II

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IMPLEMENTING UNIT		
1	Abuyon National High School	BENJAMIN E. CARABUENA
2	Alabat Island National High School	JASMIN B. DELA VICTORIA
3	Amontay National High School	MARY GRACE M. CLEMENTES
4	Atimonan National Comprehensive High School	KIMBERLY V. MAGALONA
5	Binulasan Integrated School	LOIDA S. DAMASO
6	Bondoc Peninsula Agricultural High School	ELIZABETH T. PALMA
7	Buenavista National High School	ARIANNE E. CEJANE
8	Bukal Sur National High School	ORLITO A. DECENA
9	Burdeos National High School	LORNA A. AFABLE
10	Cabay National High School	ARLENE D. ASILO
11	Calauag National High School	MEDEL G. GARCIA
12	Camflora National High School	LYN M. VENDER
13	Canda National High School	EVANGELINE A. VIDUYA
14	Concepcion National High School	LOURY FHE DURANTE
15	Dagatan National High School	MA. GLORIA I. KAPALUNGAN
16	Dr. Maria D. Pastrana High School	LEILA S. DOTE
17	Dr. Panfilo Castro National High School	ELIZABETH R. MANALO
18	Elias A. Salvador National High School	CAROLINE M. CASIDSID
19	Godofredo M. Tan Memorial School of Arts and Trades	FRANCIS C. LINGAHAN
20	Guinayangan National High School	CRISTEL GILBUENA
21	Gumaca National High School	ROWENA C. ASINAS
22	Hondagua National High School	MARY GRACE V. GOROSPE
23	Infanta National High School	LEONILYN P. CRISOSTOMO
24	Lamon Bay School of Fisheries	LYDIA M. DEUNA
25	Libo National High School	LALAINA M. CURIA
26	Lopez National Comprehensive High School	GLAIZA M. CAHILIG
27	Lusacan National High School	GLAZEL A. CAPA
28	Lutucan National High School	RODOLFO ALLAN C. CORNEJO
29	Magallanes National High School	CRISTINE H. CASTILLO
30	Malinao Ilaya National High School	ANNA ROSE A. TOLENTINO

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31	Dolores Macasaet National High School	LOTA C. BALITAAN
32	Manuel S. Enverga Memorial School of Arts and Trades	ARNEL T. DELLOSA
33	Marcial B. Villanueva National High School	FRANCIS P. ALVASAN
34	Olongtao National High School	CECILIA P. PARTO
35	Paaralang Sekundarya ng Heneral Nakar	LIWAYWAY L. MOISES
36	Paaralang Sekundarya ng Lukban	MARIBETH J. AFABLE
37	Pagbilao Grande Island National High School	JEMIMAH E. OLARTE
38	Pagbilao National High School	MARIA AMABELLE B. AYALA
39	Pagsangahan National High School	LORADEL ROMANO
40	Paiisa National High School	MA. ADELA MENDOZA
41	Patnanungan National High School	MANILYN MAE R. SACDALAN
42	Perez National High School	RONMEL B. MACABANSAG
43	Polillo National High School	REALISSA E. GARAY
44	Recto Memorial National High School	CARLOS J. SANCHEZ
45	San Antonio National High School	GELLIE MARE E. FLORES
46	San Isidro National High School, Catanauan	MYLA DL. RESURRECCION
47	San Isidro National High School, General Luna	CARMELITA P. PEÑALES
48	Silangang Malicboy National High School	NATHANIEL SAMONTE
49	Sta.Catalina National High School	JAYMER F INTOY
50	Sto.Domingo National High School	ALEXANDER ALCANTARA
51	Tagkawayan National High School	FREDA R. ELEAZAR
52	Talipan National High School	MA. LOURDES MAYUGA
53	Tongohin National High School	MILLARDO A. RAMALLOSA
54	Ungos National High School	ROSEWINDA C.VILLANUEVA
55	Unisan National High School	RICHEL R. PAREJA
56	Quezon National High School	EDMUNDO R. MARIN JR.

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