



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



10 October 2025

OFFICE MEMORANDUM

OM No. 25, s. 2025

**WORKSHOP FOR THE PREPARATION OF
CURRENT YEAR CATCH-UP PLANS**

**To: Assistant Schools Division Superintendents
Chiefs – CID & SGOD
Proponents
All Others Concerned**

In reference to the DBM National Budget Circular No. 595, and Circular Letter 2022-14, this office, through the Budget Unit will conduct a Workshop in the Preparation of Current Year Catch-Up Plans on October 15, 16 and 17, 2025 at M.I. Sevilla's Farm & Resort, Lucena City.

The workshop is intended for proponents of funds with low budget utilization, with significant unobligated balances, and offices with challenges in the preparation of PAPs and supporting documents. It aims to assist participants in developing and finalizing technically sound, financially programmed, and legally compliant catch-up plans for the remaining implementation period of CY 2025 (or into 2026, if extended). Technical assistance will be provided in preparing key requirements such as work and financial plans (WFPs), procurement plans, realignment forms, and justifications to ensure readiness for implementation and timely fund disbursement.

Attached are the program matrix and the official list of participating division personnel for your reference.

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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(042) 784-0391, (042) 784-0321



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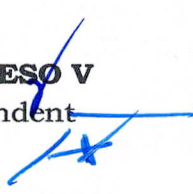


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Expenses for meals, venue, and other related costs shall be charged to GASS-MOOE, subject to existing budgeting, accounting, and auditing rules and regulations.

Immediate dissemination and strict compliance with this Memorandum are enjoined.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



Budcap1010202

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PROGRAM OF ACTIVITIES

“Workshop for the Preparation of Current Year Catch-Up Plans”

October 15-17, 2025

DAY 1 – October 15, 2025 (Wednesday)

Focus: Orientation, Legal Bases, and Financial Programming

Time	Activity	Person Responsible
8:00 – 9:00 AM	Arrival and Registration	WMT
9:00 – 9:30 AM	Opening Program & Welcome Remarks	Top Management
9:30 – 10:30 AM	Lecture: Overview of Catch-Up Plans	Budget Officer w/ Resource Persons
10:30 – 10:45 AM	Health Break	—
10:45 – 12:00 NN	Lecture: Plans, Processes, and Fund Utilization	Budget Officer w/ Resource Persons
12:00 – 1:00 PM	Lunch Break	—
1:00 – 2:30 PM	Lecture: Legal Bases and Compliance Requirements	Budget Officer w/ Resource Persons
2:30 – 2:45 PM	Health Break	—
2:45 – 4:30 PM	Lecture: Common Issues and Resolution Strategies	Budget Officer w/ Resource Persons
4:30 – 5:00 PM	Open Forum / Q&A	WMT

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DAY 2 – October 16, 2025 (Thursday)

Focus: Technical Assistance and Plan Development

Time	Activity	Person Responsible
8:00 – 8:30 AM	Recap of Day 1	WMT
8:30 – 10:30 AM	Workshop Session 1: Drafting Work and Financial Plans	Assigned Technical Team
10:30 – 10:45 AM	Health Break	—
10:45 – 12:00 NN	Workshop Session 2: Procurement and Realignment Planning	Assigned Technical Team
12:00 – 1:00 PM	Lunch Break	—
1:00 – 3:00 PM	One-on-One Coaching per Division	Technical Team & Budget Unit
3:00 – 3:15 PM	Health Break	—
3:15 – 5:00 PM	Continuation of Coaching and Review of Outputs	Technical Team

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DAY 3 – October 17, 2025 (Friday)

Focus: Finalization and Presentation of Catch-Up Plans

Time	Activity	Person Responsible
8:00 – 8:30 AM	Recap of Day 2	WMT
8:30 – 10:30 AM	Finalization of Plans and Supporting Documents	All Participants
10:30 – 10:45 AM	Health Break	—
10:45 – 12:00 NN	Presentation of Outputs (per Proponent/Fund)	Participants
12:00 – 1:00 PM	Lunch Break	—
1:00 – 3:00 PM	Presentation of Outputs (per Proponent/Fund)	SDS / ASDS / Budget Officer/Technical Team
3:00 – 3:30 PM	Feedback, Action Points, and Way Forward	WMT
3:30 – 5:00 PM	Closing Program and Awarding of Certificates	—

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LIST OF TARGET PARTICIPANTS

WILBERT PORTEZA	ELEANOR ROMULO
EDMUNDO MARIN	JESSICA MENDOZA
CATHERINE PUREZA	THERESE PARDO
MARIA DOLORES ATIENZA	CRISTELLE MAE SUANTE
WENNIE O. GAELA	RENA RODIL
SHIELA JAVEN	MICHELLE DE MESA
AKIMI THERESE ASANO	MARK ROY ESMERNA
SHERELYN PARDILLA	MARIBETH FRAGATA
MARIE ANTOINETTE TESALONA	BRANDON DE MESA
MARK ANGELO TIUSAN	DONNALYN FAJARDA
HAZEL ANN CAMO	LORELYN M. LADIANA
LEAH PEREZ	JOAN MERCADO
RALPH GALLARDO	PENELOPE VILLAFLORES
MARK NICKO QUINDOZA	JACKQUELINE NUYDA
PAUL MARQUEZ	JEE ANN BORINES
MICHELLE DUMA	JAIME ZARA
PAUL JUSTINE C. ZOLETA	JOAN MAUHAY
GIAN CARLO PARDILLA	LAARNI GUTIERREZ
JOZZA G. AYALA	RAYMOND NIEVA
TERESITA ABELLA	RODELIO ESMERNA
MICHAELA TUDLA	JAN CARLO REYES
HEIDE GABRIEL	CATHERINE H CADIZ
JEWEL DEPUYO	LAYLA MACATUCOB
MARIA RAFAELA MIGUELA JIMENEZ	YANA DENESE ABCEDE
MHARGENE BUHAY	CHRISTINE ALVISO

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