



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

No. 469, s. 2024

TO: OIC - ASDS
Chief Education Supervisors - CID & SGOD
EPSs, PSDSs, PICDs
Secondary and Elementary School Heads
This Division

FROM: 
FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

SUBJECT: **DIVISION ORIENTATION ON SPED PROGRAM SUPPORT FUND UTILIZATION**

DATE: September 10, 2024

1. The Schools Division of Dapitan City will conduct an orientation on the utilization of 2024 SPED Program Support Fund to identified schools of this Division on September 20, 2024 at 1:30 PM at the SDO Function Hall.
2. The objectives of the said activity are :
 - a. Orient participants on the guidelines on the utilization of program support funds;
 - b. Identify and prioritize needs of LSEs;
 - c. Prepare supplemental APP /PPMP.
3. Participants to this training are the following School Heads of the recipient schools;

1. Rizza A. Daboda	-	Barcelona CS
2. Gina C. Elope	-	Hilltop ES
3. Shilva L. Carpenteros	-	Oyan ES
4. Wendrell Mongcupa	-	Yabu ES
5. Imelda F. Tan	-	Baylimango CS
6. Judecyl L. Elumba	-	Canlucani ES
7. Mary Ann Z. Cagatan	-	Napo ES
8. Wenchor P. Agum	-	Oro ES
9. Mercedita B. Obnimaga	-	Sto. Niño ES
10. Jessebel Boquida	-	Kauswagan IS
11. Kristine B. Pon	-	Selinog IS

DepED



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Department of Education
Division of Dapitan City

RELEASED

NO 469 DATE 9/10/2024
TIME 3:00 BY [Signature]



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SCHOOLS DIVISION OF DAPITAN CITY

12.	Belen R. Talic	-	Dapitan CS
13.	Juvy S. Pestañas	-	DCEES
14.	Lyra L. Balladares	-	Polo ES
15.	Nelia P. Tangcalagan	-	Sinonoc ES
16.	Helen T. Calaguian	-	Dapitan SPED Center
17.	Marilou S. Cagbabanua	-	Aseniero ES
18.	Belmor A. Debaloy	-	Dampalan ES
19.	Eldie D. Robaro	-	San Francisco ES
20.	Marilyn C. Sarabia	-	Liyang ES
21.	Elbert A. Pon	-	San Vicente ES
22.	Isagani M. Recamara	-	Sicayab ES
23.	Marlyn E. Esmade	-	Sulangon CS
24.	Pacita E. Balladares	-	San Pedro IS
25.	JR Simed Joseph Saguin	-	Barcelona NHS
26.	Leah B. Acoymo	-	Ilaya NHS
27.	Marilou B. Monding	-	Dakak NHS
28.	Clarencio A. Elumba IV	-	Oro NHS
29.	Mirason S. Omilig	-	Guimputlan IS
30.	Allan Bendaño	-	Dapitan City NHS
31.	Joffrey B. Malana	-	Potungan NHS
32.	Rey I. Jatico	-	Sulangon NHS
33.	Rizza A. Penaso	-	Aseniero NHS

- Expenses relative to this is chargeable to SPED Program Support Funds.
- Wide dissemination of this memorandum is desired.



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ACTIVITY PROPOSAL

ACTIVITY: *DIVISION ORIENTATION ON SPED PSF UTILIZATION*

DATE: *SEPTEMBER 20, 2024*

VENUE: *SDO CONFERENCE HALL*

NO. OF PARTICIPANTS : 24 ELEM SCHOOL HEADS
 8 JHS HEADS
 2 SHS HEADS
 1 SNED FOCAL
 1 BUDGET OFFICER
 1 ACCOUNTANT
 1 SDS
 1 ASDS
 1 CID CHIEF
 40 TOTAL PAX

DURATION : 4 HOURS

BUDGETARY REQUIREMENT: P 4,000.00

SOURCE OF FUNDS: PROGRAM SUPPORT FUND (PSF) OF SPED FOR CY 2023

OBJECTIVES:

The objectives of this training are the following:

1. Orient participants on the guidelines on the utilization of program support funds;
2. Identify and prioritize needs of LSEs;
3. Prepare supplemental APP /PPMP.

ACTIVITIES

DURATION	TITLE OF THE SESSION	SPECIFIC OBJECTIVES The participants will...	METHODOLOGY	REQUIRED OUTPUTS	MATERIALS
1:00 – 1:20	Preliminaries	Conduct opening activities Mode setting	plenary		
1:20 – 1:40	Summary Allocation of 2024 SNED PSF for SNED Implementing schools	Be informed of the school SNED PSF allocation	Plenary	Knowledge of financial support allocation	Video presentation



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1:40 – 2:30	DepEd Order # 42 s. 2021 Guidelines on the utilization of PSF for SPED Program	Be oriented on the guidelines on PSF utilization	Plenary	Clear understanding of the guidelines	PPT Presentation
2:30-4:00	Preparation of supplemental APP/PPMP	Prepared supplemental APP/PPMP	Individual activity	Supplemental APP/PPMP	

FINANCIAL REQUIREMENTS

Quantity	Unit of Issue	PARTICULARS	Unit Price	Total Price
MEALS				
40	pax	Snacks of participants (soft drinks, pasta)	P 100.00	P 4,000.00

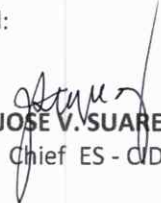
WORKING COMMITTEES

COMMITTEES	FOCAL PERSON	ROLES AND RESPONSIBILITIES
Program	Elsa Q. Aranas	Prepares program, manages the conduct of the over – all activity and submits post – activity report.
Procurement of Meals	Nancy T. Tendero	Responsible in the procurement of meals.
Finance	Olga P. Miranda, CPA Rosa Belinda P. Gemperoso	Process documents for the payment of obligations and sources of funds.

Prepared by:


ELSA Q. ARANAS
 PSDS/5NED Focal

Recommending Approval:


VICENTE JOSE V. SUAREZ II, EMD.
 Chief ES - CID

APPROVED:


FELIX ROMY A. TRIAMBULO, CESO V
 Schools Division Superintendent



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