



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

NOV 06 2024

**DIVISION MEMORANDUM**No. 718, s. 2024

**SCHOOL HEADS MEETING FOR THE RAPID APPRAISAL AND BUDGET  
 DELIBERATION OF PROGRAMS, PROJECTS, & ACTIVITIES FOR THE  
 2025 ANNUAL IMPLEMENTATION PLAN/  
 WORK AND FINANCIAL PLAN**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors – CID & SGOD  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

- Regarding the rapid appraisal and annual budget discussion for the programs, projects, and activities outlined in the 2025 School Annual Implementation Plan/Work & Financial Plan, this Division, in collaboration with the Planning Office, will conduct a series of discussions from November 13 to November 29, 2024. These meetings will take place at various venues designated by the clustered heads.
- Expected participants in this activity include all Public School District Supervisors (PSDSs) and Public Elementary and Secondary School Heads. This is to ensure that the adoption of PPAs (Priority Program Activities) as interventions to address gaps in key performance indicators is thoroughly discussed and aligned with the OPCR-F-KRA (Operational Plan and Results Framework - Key Result Areas) of the school heads. Please note that proxies are not allowed to participate in the deliberation of the plan.
- Further, a meeting with OIC-ASDS Mark Anthony J. Tan, PhD, will take place on November 14, 2024, from 8:00 am to 4:00 pm. The discussion will focus on the OPCR-F for school heads. The venue will be the multi-purpose building of the Division Office.
- Expenses for meals and transportation for participants during the rapid appraisal and the meeting with ASDS Mark Anthony J. Tan will be charged to the school's MOOE, in accordance with standard auditing rules and regulations.
- It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
- Immediate and wide dissemination of this Memorandum is desired.

**MARSETTE D. SABBALUCA, CESO VI**  
 Schools Division Superintendent



Enclosure : N/A  
 Reference : N/A  
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 No. of Pages : \_\_\_\_\_  
 To be indicate in the **Perpetual Index** under the following subjects:

ANNUAL IMPLEMENTATION PLAN

PLANNING

WORK &amp; FINANCIAL PLAN

