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**DIVISION MEMORANDUM**  
No. 522 s. 2019

**REVIEW OF THE DIVISION BASIC EDUCATION DEVELOPMENT PLAN AND PREPARATION OF MEDIUM-TERM PLAN, WORK AND FINANCIAL PLAN, DIVISION ANNUAL IMPLEMENTATION PLAN AND ANNUAL PROCUREMENT PLAN FOR FISCAL YEAR 2020**

**To:** Assistant Schools Division Superintendent  
Education Program Supervisors  
Public Schools District Supervisor  
Senior Education Program Specialist  
Unit/Section Heads  
All others concerned

1. In order to respond to the emerging and diverse needs of the learners in the province and make basic education relevant and truly liberating to every Abrenio learner, this Office necessitates the conduct of the review of the DBEDP and preparation of the Medium Term Plan, Work and Financial Plan, Division Annual Implementation Plan and Annual Procurement Plan for fiscal year 2020 on October 28-30, 2019 at a venue to be announced later.
2. The said activity specifically aims to:
  - a. Review the Division Basic Education Development Plan,
  - b. Develop the Medium-Term Plan, and
  - c. Develop the Work and Financial Plan 2020, Division Annual Implementation Plan, and Annual Procurement Plan.
3. Cognizant to this, participants (Annex A) are required to bring the accomplishment reports of the programs implemented during the fiscal year 2019 to be presented and validated vis-a vis the results of the Division Monitoring, Evaluation and Adjustment.
4. Transportation and other incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent



Annex A

Participants	
1.	SDS Gloria Buya-ao
2.	ASDS Christopher C. Benigno
3.	Hedwig M. Belmes
4.	Lemuel B. Dickson
5.	Bhenjo P. Agaloos
6.	Analyn A. Atmosfera
7.	Adelaida A. Bogayao
8.	Noe B. Magayam
9.	Ronilo P. Garcia
10.	Eden T. Adriatico
11.	Jan Nowel E. Pena
12.	Lorna B. LLaneza
13.	Dr. Apolinario Turqueza
14.	Dr. Maricar V. Taberdo
15.	Florencio Rifareal Jr.
16.	Engr. Fernando Semanero Jr.
17.	Celia S. Bolante
18.	Fatima Ava Batondo
19.	Janet B. Pascua
20.	MerlyBargas
21.	Marlou Borja
22.	EdlaineBuenafe
23.	Gemma Cabutaje
24.	Atty. Janneliza Taloma
Technical Working Group	
1.	Elmer V. Batondo
2.	Meldie M. Damian
3.	Jaeriel R. Bersamina
4.	Mary Monette Noelle Reyes-Secretariat for SGOD
5.	Riza Peralta-Secretariat for CID
6.	Hazel Barona-Secretariat for OSDS
7.	Darren Carino – Nurse