
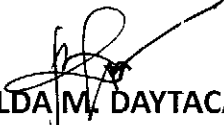
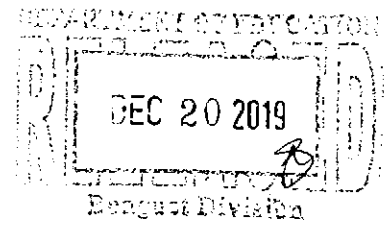
	<p style="text-align: center;"><i>Republic of the Philippines</i> Department of Education Cordillera Administrative Region Schools Division of Benguet Wangal, La Trinidad, Benguet Telefax: (074) 422-6570 Telefax: (074) 422-7501</p>		Document Code: SDO-BENG-QF-SGOD-CHIEF-001 Revision: 00 Effectivity Date: 09-03-2018
	DIVISION MEMO No. <u>420</u>, s. 2019		Name of Office: SGOD

**TO: All School Heads, Public Secondary and Elementary Schools
Division SBM Coordinator
All Others Concerned**

FROM:  BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



SUBJECT: PREPARATION AND SUBMISSION OF THE SCHOOL WORK & FINANCIAL PLAN

Date: December 19, 2019

1. For uniformity in the preparation of School Work and Financial Plan (WFP) for 2020 particularly in the signatories, WFP must be reviewed by the Bookkeepers and Division SBM Coordinator before the approval of the Schools Division Superintendent. Thus, the signatories will include the School Head/ Cluster Head who prepares the WFP, the name of the assigned Bookkeeper in the school to countercheck that the amount in the WFP tallies with the approved school allotment, the Division SBM Coordinator to ensure that the WFP is aligned with the AIP and SIP and the SDS who approves the plan (see attached sample template).
2. School Work and Financial Plan for 2020 must be submitted in this office on or before January 10, 2020.
3. For strict compliance and widest dissemination to all concerned.

