

Reputitic of the Philippines Department of Education

Cordillera Administrative Region Schools Division of Benguet

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DIVISION MEMO No. 420 , s. 2019



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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.

Work and Financial Plan - CY 2020

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JOAN S, PALPEG
Division SBM Coordinator

Reviewed:

Prepared and Submitted by:

NAME OF SCHOOL/ CLUSTER HEAD

(Assigned Bookkeper in your School)

BENILOA M. DAYYACA, EdO, CESO VI Assistant Schools Division Superintendent OIC - Office of the Schools Division Superintendent

APPROVED: