



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of negros oriental

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2022- 160

TO : Assistant Schools Division Superintendents
Chief, CID and SGOD
All Program Owners

FROM : *ppaulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
4/7/22

SUBJECT : **Preparation and Submission of Approved Work and Financial Plan**

DATE : April 7, 2022

1. Due to the requirement needed by one of our oversight agencies on the submission of Work and Financial Plan for every allotment received by the agency, we would like to remind our process owners to prepare and submit approved scanned copies of Work and Financial Plan (WFP), for all the Sub-ARO received by the program coordinators.
2. WFP for Program owners who already submitted Financial Implementation Plan (FIP) is not required, but WFP is required for succeeding Sub-ARO received by the process owners.
3. The Budget section will not obligate transactions unless approved WFP will be received.
4. Please submit the above-approved WFP to the Finance Section (Budget Office) at the following email address: depednegor.budget@gmail.com.
5. For the information and guidance of all concerned.

SDS/JMA-MLP-NLR/FINANCE/MJPP/ldc
April 7, 2022



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