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Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 283, s. 2024

**ORIENTATION ON THE PREPARATION OF FY 2025 WORK AND FINANCIAL PLAN (WFP)**

To: Assistant Schools Division Superintendent  
Public Elementary and Secondary School Heads  
Administrative Officer V (Budget)  
Accountant III  
SDO (Finance Section) and School Senior Bookkeepers  
All others concerned

1. In view of the release of the National Expenditure Program (NEP) for FY 2025, there will be an Orientation on the Preparation of FY 2025 Work and Financial Plan (WFP) on September 6, 2024 via MS Teams at 1:00 in the afternoon.
2. School-Based participants are expected to submit their FY 2025 WFPs on or before September 9, 2024.
3. The link for the orientation is <https://tinyurl.com/OrientationWFP-FY2025>. Please login 15 minutes before the start of the orientation.
4. For dissemination and information.

*Vilma D. Eda*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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