

January 21, 2019

DIVISION MEMORANDUM

No. 046 s. 2019

**JOINT ONE-DAY WORKSHOP ON THE PREPARATION
OF FY 2020 BUDGET PROPOSAL FOR SURSUR DIV & TANDAG CITY DIVISION**

To: **Secondary School Principals/ Schools Heads, TICs (IUs, Non-IUS, Annex & IS), Division Chiefs
Accountant, Budget Officer, Planning Officer, HRMO, Engineer III, Senior Bookkeepers(IUs)
IUs, Non-IUs, Annex & IS**

1. As per Regional Memo No. 010, s 2019 dated January 10, 2019, there will be a Division Workshop on the Preparation of the FY 2020 Budget Proposal on February 7, 2019, venue to be announce later.

The Workshop aims to:

- update Policy Guidelines and Procedures in the Preparation of FY 2019 Budget Proposals.
- gain knowledge in conformity to Shifting to an Annual Cash-Based Budget
- enhance the knowledge & Skills on Two-Tier Budget Approach (2TBA) Program Expenditures Classification (PREXC) approach.
- support President's 0+10-Point Socio Economic Agenda,
- operationalize the goals, strategies and priorities as embodied in PDP & PIP 2017-2022 of Gender & development (GAD).

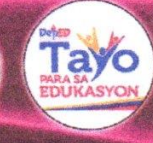
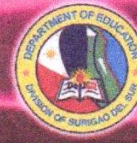
2. The Participants are the following:

2.1 From RO –Chief Admin Officer, Supervising Admin. Officer, Budget Officer III, Budget Officer 1 and Planning Officer III.

2.2 Division Office – SDS/CID&SGOD Chiefs, Planning Officer, Accountant, Budget Officer, Physical Facilities & Personnel Officer.

2.3 Secondary Schools – All Secondary Principals/TIC, Bookkeepers of Implementing Units , SURSUR Div. – 124 pax and Tandag City Div. – 16 pax a total of 140 pax.

3. Participants shall bring the following: FY 2018 PSIPOP, as of Dec. 31, 2018, Salary schedule of Civilian Personnel eff. June 2012, Calculators, Enrollment Data SY 2018-2019 Teacher, Textbooks, Classroom and WATSAN Needs for FY 2020 and Performance Target FY 2020. Accomplished BP 205- List of Actual Retirees FY 2020 and Tally of Positions per latest Plantilla CY 2018 to be accomplished and submitted on or before Feb. 28, 2019 at the Finance Division, DepEd RO 13 (Attention Fe L. Alegado-Chief, Finance Div. And Sheryl R. Puyo, HRMO, Admin Division)
4. Travel expenses, per diems and registration fee of P500.00 shall be charged against school MOOE/Local funds for the School Head and Bookkeepers, while the participants from the Division Office shall be charged to Division MOOE subject to the usual COA rules and regulations.



5. Immediate dissemination of this memorandum is highly desired.

MARILOU B. DEDUMO, Ph.D., CESO V
Schools Division Superintendent

