



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

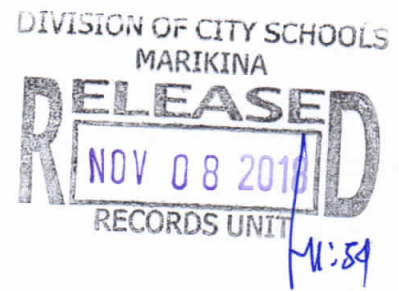
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November 7, 2018

MEMORANDUM TO:

Secondary School Principals – Implementing Units Only
Officers In-Charge
Public Schools Only



FY 2019 BUDGET EXECUTION DOCUMENT PREPARATIONS

To ensure efficient implementation of programs, activities and projects of this agency, this Office will be conducting a **Workshop on the FY 2019 Budget Execution Documents** on November 9, 2018, 1PM onwards at the Finance Unit Room, in preparation for the online submission in the Unified Reporting System (URS) Facility of the Department of Budget and Management (DBM).

Disbursing Officers of the 4 IUs (Implementing Units) are requested to attend the activity and to bring with them the following:

1. Laptop
2. Extension cord
3. Calculator
4. Monthly Cash Program FY 2019
5. Annual Procurement Plan FY 2019

JOEL T. TORRICAMPO

Officer In-Charge

Office of the Schools Division Superintendent