MEMORANDUM TO:

Chief Education Supervisor, CID and SGOD
Secondary School Principals
Elementary School Principals
Officers-In-Charge
Unit Heads
All Concerned
Public Schools Only

October 02, 2019

CY 2020 SDO MARIKINA BUDGET PLANNING

To ensure efficient implementation of programs, activities and projects of this agency, this Office will be conducting the **CY 2020 Budget Planning** to be held at **Club Balai Isabel, Talisay, Batangas on October 9-11, 2019**, to come up with a harmonized **Indicative Annual Procurement Plan (APP)** for **CY 2020**.

The following division and school personnel are to attend:

Division Office Proper:

1. SDS
2. ASDS
3. Chief SGOD
4. Research SEPS
5. M&E SEPS
6. Engineer III
7. OIC, Accounting
8. Budget Officer
9. Supply Officer
10. Support Staff (8)
11. BAC (3)
12. Nurse (1)
Elementary and Secondary Schools:
1. Elem School Heads (17)
2. Secondary School Heads (16)
3. Elementary and Secondary School Custodians (33)
4. Elementary and Secondary BAC Secretary (33)
5. Elementary Designated Financial Staff (17)

Participants are to bring with them the following:
1. laptop
2. extension cord
3. APP CSE
4. AIP/SIP
5. soft copies of submitted PPMPs, WFP and POWs
   a. INSET
   b. other trainings
   c. minor repair
   d. other school activities/ programs as indicated in the AIP/SIP

A registration fee of **SIX THOUSAND PESOS (P 6,000.00)** for each participant to cover full board meals, accommodation and transportation will be collected and to be paid to the DIVISION CASH UNIT on or before **October 08, 2019**, chargeable against Division and School MOOE FUND subject to usual accounting, budgeting and auditing rules and regulations.

Assembly time is 5:00 AM at SDO Grounds and will depart at 5:30 AM.

Immediate dissemination and strict compliance of this Memorandum is desired.

JOEL T. TORRECAMPO  
Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent