



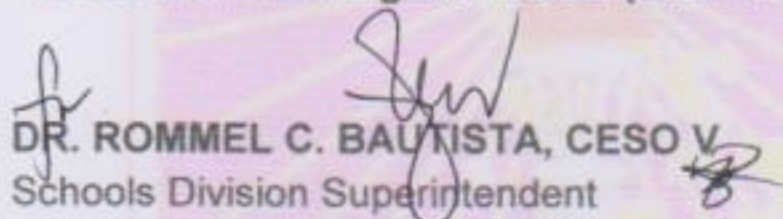
**CITY SCHOOLS DIVISION OF ANTIPOLO**

**MEMORANDUM**

**TO :**

OIC-Asst. Schools Division Superintendent  
OIC-Chief, CID  
OIC-Chief, SGOD  
Accountant-III  
Administrative Officer-V (Budget)  
Administrative Officer-IV (Cash)  
Administrative Officer-IV (Supply)  
Planning Officer-III  
Engineer-III  
Senior Bookkeepers (Non-IUs)  
Other Division Personnel  
Maria Niña S. Mateo, RN  
Elementary School Heads  
Secondary School Heads (w/ SHS)  
In-Charge of MOOE (SHS)  
Administrative Officer II  
Personnel In-Charge of MOOE (Elem & Sec.- Non-IUs)

**FROM :**

  
DR. ROMMEL C. BAUTISTA, CESO V  
Schools Division Superintendent

**SUBJECT :**

**CONDUCT OF DIVISION SEMINAR-WORKSHOP ON FY 2019 BUDGET PREPARATION**

**DATE :**

**February 12, 2018**

In compliance with the Regional Memorandum No. DEPED-4a-RM-09-18-083, dated February 6, 2018, Re: Seminar-Workshop on FY 2019 Budget Preparation, this division will conduct a 2-day live-out orientation for Non-Implementing Units (IUs) to be held on February 14-15, 2018 at Cristina Villas Mountain Resort, Taktak Rd, Antipolo City.

Objectives of the Workshop are:

- To provide directions to Non-Implementing Units on the change of basis of measuring the budgetary performance from one based on obligations or commitments, to one based on the payments made for goods and services actually delivered;
- To provide technical assistance to operating units to focus on the implementation of the current year's budget instead of implementing projects appropriated and obligated in the previous years;
- Ensure that all operations are on schedule and that their appropriated budgets can be fully disbursed within the fiscal year.





## CITY SCHOOLS DIVISION OF ANTIPOLO

Things to bring during the Workshop:

1. Laptop
2. Pocket Wifi
3. Extension Wire
4. Approved SIP and AIP

Expenses relative to this training shall be charged from the Division and School MOOE Fund (GAA 2018) subject to the usual budgeting, accounting and auditing rules and regulations.

Immediate dissemination and widest dissemination of this Memorandum is desired.

UM 074 S. 2018  
@ Budget-prince