



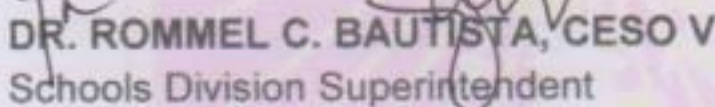
CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO :

[Redacted]
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 :

ADDENDUM TO UNNUMBERED MEMORANDUM NO. 074, S. 2018
RE: Division Seminar-Workshop on FY 2019 Budget Preparation

DATE :

February 12, 2018

With reference to the Memorandum, RE: Conduct of the Division Seminar-Workshop on FY 2019 Budget Preparation, this office announces the following attached Executive and Technical Working Committee and Program of Activities.

Immediate dissemination and widest dissemination of this Memorandum is desired.



CITY SCHOOLS DIVISION OF ANTIPOLO

CONDUCT OF DIVISION SEMINAR-WORKSHOP ON FY 2019 BUDGET PREPARATION FOR NON-IMPLEMENTING UNITS

Cristina Villas Mountain Resort, Antipolo City
February 14-15, 2018

INDICATIVE PROGRAM OF ACTIVITIES

TIME/DATA	TOPIC/ACTIVITY	PRESENTER
Day 1: February 14, 2017 (Wednesday)		
7:00 - 8:00	Registration	
8:00 - 9:00	Opening Ceremony	
	Invocation	Mrs. Joyany ST. Gutierrez Principal, Sta. Cruz Elem. School
	National Anthem CALABARZON March Rizal Mabuhay Antipolo Hymn	Ms. Sarrah Agumbay Senior Bookkeeper, Elem. Non-IUs
	Welcome Remarks	Dr. Gloria C. Roque OIC, Asst. Schools Division Superintendent
	Inspirational Message	Dr. Rommel C. Bautista, CESO V City Schools Division Superintendent
	Introduction of Participants	Ms. Analyn B. Japay Senior Bookkeeper, Elem. Non-IUs
9:00 - 10:30	Objectives	Ragaam V. Dela Cruz <i>Admin. Officer-V (Budget)</i>
	FY 2018 RELEASE OF FUNDS	Ms. Raquel F. Esguerra <i>Accountant-III</i>
10:30 – 10:45	Snack	
10:45 – 11:15	Orientation on Budget Preparation	Ragaam V. Dela Cruz <i>Admin. Officer-V (Budget)</i>
11:15 – 12:00	OPEN FORUM	
12:00 - 1:00	Lunch	
1:00 - 3:00	Workshop Proper	
3:00 - 3:15	Snack	
3:15 - 5:00	Workshop.....	
Day 2: February 15, 2018 (Thursday)		
8:00 – 9:00	Opening Prayer	Ms. Princess F. Santiago <i>Administrative Assistant I</i>
	Checking of Attendance	Mark D. Facturan <i>Administrative Assistant II</i>

"Edukasyong Tapat at Sapat: Dapat Para sa Lahat"



Republic of the Philippines
Department of Education
Region IV-A CALABARZON



CITY SCHOOLS DIVISION OF ANTIPOLO

9:00 - 10:00	Workshop.....	
10:00 - 10:15	Snack	
10:15 - 12:00	Workshop.....	
12:00 - 1:00	Lunch	
1:00 - 3:00	Workshop.....	
3:00 - 3:15	Snack	
3:15 - 4:00	Submission of Budget Proposal	
4:00 - 5:00	Closing Ceremony...	
	Pilipinas Kong Mahal	Ms. Sarrah Agumbay
	Awarding of Certificates	Dr. Rommel C. Bautista, CESO V Dr. Gloria C. Roque
	Closing Remarks	Ragaam V. Dela Cruz



CITY SCHOOLS DIVISION OF ANTIPOLO

EXECUTIVE COMMITTEE

Chairperson: Dr. Rommel C. Bautista, CESO V
Schools Division Superintendent

Co-Chairperson: Dr. Gloria C. Roque
OIC-Asst. Schools Division Superintendent

Members:

Raquel F. Esguerra – Accountant-III
Ragaam V. Dela Cruz-Administrative Officer-V (Budget)
Gavino S. Francisco – Administrative Officer-IV (Cash)
Myra B. Villareal – Planning Officer-III
Michael Glorial – Administrative Officer-IV (Supply)
All Senior Bookkeepers Non-IUs

TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCE
Registration	Gavino S. Francisco Elaine Diño	<ul style="list-style-type: none">• In-charge of attendance• Ensures that participants are registered• Prepares registration / attendance sheets
Program, Invitation and Certification	Sarrah L. Agumbay Princess F. Santiago	<ul style="list-style-type: none">• Prepares program and certificates and facilitates its distribution
Physical Arrangement and Technical / ICT	Engr. Madiel Verzola / Florabel Tolentino	<ul style="list-style-type: none">• Prepare the venue and decorations to be used during the activity• Ensures technical assistance throughout the program.• Assist the participants throughout the workshop
Health and Welfare / Documentation	Maria Niña S. Mateo, RN / Analyn B. Japay	<ul style="list-style-type: none">• Ensures the provisions for health, wellness, and security are taken care of• Documents event for the roll-out and submit narrative and pictorial report
Finance	Raquel F. Esguerra Ragaam V. Dela Cruz Gavino S. Francisco	<ul style="list-style-type: none">• Oversees the efficient allocation of funds and timely release as well as documentation for liquidation.