



CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : Accountant-III
Administrative Officer-V (GSO)
Administrative Officer-V (Budget)
Administrative Officer-IV (Cash)
Administrative Officer-IV (Supply)
Administrative Officer-IV (HRMO)
Planning Officer-III
Senior Bookkeepers (Non-IUs)
Other Division Personnel
Maria Niña S. Mateo, RN
All Secondary School Heads
Senior Bookkeepers (IUs)

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

SUBJECT : CONDUCT OF SEMINAR-WORKSHOP ON FY 2019 BUDGET PREPARATION

DATE : February 12, 2018

In compliance with the Regional Memorandum No. DEPED-4A-RM-09-18-083, Re: Conduct of Regional Seminar-Workshop on FY 2019 Budget Preparation the Division of Antipolo City and Rizal (Rizal Chapter) will conduct a 2-day live-in workshop to be held on February 27-28, 2018 at Graceland Estates and Country Club - Tayabas Quezon.

Objectives of the Workshop are:

- To provide directions to school division offices 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.

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.

CONDUCT OF REGIONAL SEMINAR-WORKSHOP ON FY 2019 BUDGET PREPARATION

Graceland Estates and Country Club - Tayabas Quezon

February 27-28, 2018

INDICATIVE PROGRAM OF ACTIVITIES

TIME/DATA	TOPIC/ACTIVITY	PRESENTER
Day 1: February 27, 2018 (Tuesday)		
8:00 - 9:00	Registration	
9:00 - 10:00	Opening Ceremony	
	Invocation	Liezel L. Mariñas Senior, Bookkeeper-Marcelino M. Santos NHS
	National Anthem CALABARZON March Rizal Mabuhay Antipolo Hymn	Gladish Samson Senior Bookkeeper, Maximo L. Gatlabayan MNHS
	Welcome Remarks	Frederick B. Vallinas Administrative Officer-V (GSO)
	Introduction of Participants	Leah B. Rañada Senior Bookkeeper, San Roque NHS
9:00 - 10:30	Objectives	Marites L. Gloria Chief AO, Finance-Region-IVA
10:30 - 10:45	Snack	
10:45 - 12:00	Workshop Proper	
12:00 - 1:00	Lunch	
1:00 - 3:00	Workshop...	
3:00 - 3:15	Snack	
3:15 - 5:00	Workshop...	
Day 2: February 28, 2018 (Wednesday)		
8:00 - 9:00	Opening Prayer	Ms. Analyn B. Japay Senior Bookkeeper, Elem. Non-IUs
	Checking of Attendance	Vergel R. San Juan Senior, Bookkeeper-San Jose NHS
9:00 - 10:00	Workshop...	DepEd Region IV-A Finance and DBM Region IV-A
10:00 - 10:15	Snack	
10:15 - 12:00	Workshop...	



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Region IV-A CALABARZON



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12:00 - 1:00	Lunch	
1:00 - 3:00	Workshop.....	
3:00 - 3:15	Snack	
3:15 - 4:00	Workshop.....	
4:00 - 5:00	Closing Ceremony...	
	Pilipinas Kong Mahal	Ms. Sarrah Agumbay
	Awarding of Certificates	DepEd Region IV-A Finance and DBM Region IV-A
	Closing Remarks	Ms. Laarni A. Evaristo

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

Frederick D. Vallinas – Administrative Officer-V (GSO)

Ragaam V. Dela Cruz-Administrative Officer-V (Budget)

Gavino S. Francisco – Administrative Officer-IV (Cash)

Myra B. Villareal – Planning Officer-III

Christine T. Coronado – Administrative Officer-IV (HR)

All Senior Bookkeepers



CITY SCHOOLS DIVISION OF ANTIPOLO

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	Daniel M. Yuraba Vergel R. San Juan	<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.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



DEPED-4A-RM-09-18- 023

TO : SCHOOLS DIVISION SUPERINTENDENTS
SECONDARY SCHOOL HEADS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : SEMINAR-WORKSHOP ON FY 2019 BUDGET PREPARATION

DATE : February 6, 2018

In compliance with National Budget Memorandum No. 129 dated January 3, 2018 entitled National Budget Call for FY 2019, the Finance Division, DepEd RO IV-A (CALABARZON) and the Department of Budget and Management (DBM, IV-A) will conduct a Seminar-Workshop on FY 2019 Budget Preparation in all Schools Division Offices and Secondary Schools. Below are the scheduled dates and Host Division for your reference, venue to be announced in all Clusters:

Activity	Date	Host
FY 2019 Budget Preparation		
1 - Batangas Cluster	February 12-13, 2018	Batangas City
2 - Cavite Cluster	February 14-15, 2018	Cavite
3 - Laguna Cluster	February 21-22, 2018	Calamba City
4 - Quezon Cluster	February 23-24, 2018	Lucena City
5 - Rizal Cluster	February 27-28, 2018	Antipolo City

The objectives of the seminar-workshop are as follows: 1) Provide directions to school division offices 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; 2) 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; and 3) Ensure that all operations are on schedule and that their appropriated budgets can be fully disbursed within the fiscal year.

Please be informed that all School Division Offices will take charge on the conduct of your respective budget preparation for Elementary and Senior High Schools and inform the Finance Division on your schedule date. All necessary data will be provided by the Budget Section, Regional Office Proper.



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Participants to the seminar-workshop are the following:

- 1) Schools Division Superintendents/Assistant Schools Division Superintendents/Administrative Officer V
- 2) Schools Division Accountants
- 3) Schools Division Budget Officers
- 4) SDO Planning Officers (preferably doing the BED and BAR)
- 5) SDO Human Resource Management Officers
- 6) Secondary School Heads
- 7) Administrative Officers of Secondary School Implementing Units
- 8) All Accountants/Senior Bookkeepers of Implementing Units

It is understood that all School Division Offices shall submit a Consolidated Reports per Budget Call FY 2019 to Regional Office, Finance Division, in coordination with the Regional Office Selected Personnel In-Charge of each report.

A Registration Fee of Two Thousand Pesos (**P2,000.00**) per day shall be charged each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. Send your confirmation of attendance to the Host Division by Cluster.

The activity will start at exactly 8:30 AM on Day 1 for each cluster. It is understood that the Host Division will take charge of the Opening Preliminaries per coordination with the Budget Section of the Regional Office Finance Division. Kindly bring your Laptops, printer, extension cord, Wifi and needed data for your budget computation.

Please be guided accordingly.