

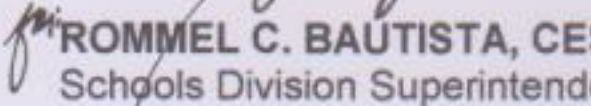


Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



**MEMORANDUM**

**TO:** OIC-Asst. Schools Division Superintendent  
Chief, Schools Governance Operations Division  
OIC- Chief, Curriculum Implementation Division  
Education Program Supervisors  
Public Schools District Supervisors  
All Unit Heads  
All Other Concerned

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

**SUBJECT: SUBMISSION OF NEEDED REPORTS**

**DATE: JANUARY 17, 2018**

This is to remind the following Persons In-Charge below to submit the needed reports for the Program Management Information System (PMIS).

Activities	WFP	CSE	Amount	Person In-charge
<b>OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT</b>				
FY 2020 Budget proposals	√	x	5,000	Ragaam V. Dela Cruz
Conduct of FY 2019 Mid-year and year-end consolidation of Financial Statements	√	x	5,000	
Conduct Workshop on On-line Submission of Budget Proposals	√	X	5,000	
Conduct of Mid-Year Consolidation of Financial Statements	√	x	5,000	





Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



To procure Accountable Forms for LBP checks	√	X	49,400	Gavino S. Francisco
Procurement of fire and safety equipment	√	X	350,000	Michael P. Glorial
Repairs and maintenance of other structures	√	X	150,000	
Procurement of Supplies and Materials	√	X	607,240	
Repair of Office Equipment	√	X	200,000	
<b>School Governance and Operations Division</b>				
HAMAKA	√	X	172,400	Arlene Tayona
Developed advocacy campaign Materials (Teacher's Day)	√	X	60,000	Albeno Del Monte Jr.
Procurement of other office materials (Teacher's Day)	√	X	10,000	
Developed advocacy campaign Materials (Stakeholder's Summit)	√	X	86,000	
Procurement of other office materials (Stakeholder's Summit )	√	X	5,000	
<b>Curriculum Implementation Division</b>				
HRTD-GASS	X	X	2,016,000	Lito A. Palomar
HRTD-Downloaded	for update	X	1,045,700	

Immediate dissemination of this Memorandum is earnestly desired.

UM-35  
@UM\_GCR2019

