



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



**MEMORANDUM**

**TO :** DR. GLORIA C. ROQUE/ OIC, ASDS  
LITO A. PALOMAR/ CHIEF, CID  
DR. JONATHAN P. DOMINGO/ CHIEF, SGOD  
RAQUEL F. ESGUERRA/ Accountant-III  
RAGAAM V. DELA CRUZ/ Administrative Officer-V (Budget)  
GAVINO S. FRANCISCO/ Administrative Officer-IV (Cash)  
FREDERICK B. VALLINAS/ Administrative Officer-V (Admin)  
MICHAEL P. GLORIAL/ Administrative Officer-IV (Supply)  
ENGR. MADIEL D. VERZOLA/ Engineer III  
MYRA B. VILLAREAL/ Planning Officer III  
CHRISTINE T. CORONADO/ HRMO II  
MARK ANDREI DL. FACTURAN/ Administrative Assistant III  
PRINCESS F. SANTIAGO/ Administrative Assistant I  
NENITA P. TALAGTAG/ Administrative Aide I  
ALL SECONDARY SCHOOL HEADS (JHS & SHS)  
ALL LIAISON OFFICERS (JHS)  
ALL ADMINISTRATIVE OFFICERS II (SHS)  
ALL SENIOR BOOKKEEPERS (JHS IUs & Non-IUs)

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

**SUBJECT :** DIVISION SEMINAR-WORKSHOP ON FY 2020 BUDGET  
PREPARATION FOR SECONDARY SCHOOLS (JHS & SHS)

**DATE :** February 26, 2019

In compliance with the Regional Memorandum No. 104 s.2019 dated February 12, 2019, Re: One-day Forum on FY2020 Budget Preparation, this division will conduct a **One-day Division Seminar-Workshop on FY 2020 Budget Preparation for Secondary (JHS & SHS) Schools to be held on February 28, 2019 at Loreland Farm Resort, Sitio Ibabaw, Antipolo City.**

Objectives of the Workshop are:

- to orient the finance personnel on Fiscal Year 2020 Budget Preparation to ensure timely and accurate submission of the region's FY 2020 budget proposal.





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- 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; and
- 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

A registration fee of One Thousand Two Hundred Pesos (PhP 1,200.00) shall be charged from the Division and School MOOE subject to the usual budgeting, accounting and auditing rules and regulations.

Immediate dissemination and widest dissemination of this Memorandum is desired.

UM No. 105, s. 2019  
Bud.rvdc

