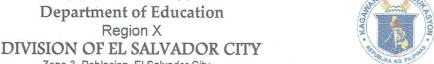


Republic of the Philippines Department of Education Region X



Zone 3, Poblacion, El Salvador City

Telefax No: (088) 555-0475| Email Address: elsalvador.city@deped.gov.ph| Website:depedelsalvador.city.net

| DIVIS | ION MEMO | DRANDUM |
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| No. | 032. | , s. 2019 |

TO:

All Public Elementary and Secondary School Heads

School Bookkeepers

Division Office Finance Personnel

This Division

From:

JESNAR DEMS S. TORRES, Ph.D., CESE

OIC- Schools Division Superintendent

Subject:

Workshop on the Alignment of FY 2019 Annual Procurement Plan to School

Improvement Plan cum Submission of FY 2020 Budget Proposals

Date:

February 11, 2019

- To ensure proper implementation of DepEd Guidelines, Thrusts and Programs, this Division will conduct a Workshop on the Alignment of FY 2019 Annual Procurement Plan to School Improvement Plan cum Submission of FY 2020 Budget Proposals on February 26-28, 2019. The venue will be announced in a separate Memorandum.
- 2. Participants are required to bring the following:
 - a. School Improvement Plan;
 - b. Annual Implementation Plan;
 - c. Program Implementation Review for the First Quarter of 2019; and
 - d. Laptop, Extension Cord and Pocket Wifi.
- 3. All schools are expected to submit the Revised FY 2019 Annual Procurement Plan and FY 2020 Budget Proposal at the end of the workshop.
- Traveling expenses of the participants are chargeable against the Division/ School MOOE funds while training expenses (food, venue and accommodation) shall be charged against HRTD fund subject to the usual accounting, budgeting and auditing rules and regulations.
- Enclosed are the Scheduling of Participants, Template for School MOOE FY 2020 Budget Proposal and Proposed MOOE Parameters for reference.
- Immediate dissemination and strict compliance of this Memorandum is hereby enjoined.



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