



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY




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

DIVISION MEMORANDUM

No. 032, s. 2019

TO: All Public Elementary and Secondary School Heads
School Bookkeepers
Division Office Finance Personnel
This Division

From: *Jor Amy*
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

1. 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.
4. 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.
5. Enclosed are the Scheduling of Participants, Template for School MOOE FY 2020 Budget Proposal and Proposed MOOE Parameters for reference.
6. Immediate dissemination and strict compliance of this Memorandum is hereby enjoined.