



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY
Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475/ Mobile No: +639199942421
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DIVISION MEMORANDUM

No. 1166, s. 2019

To: Public Elementary School Heads
Public Secondary School Heads
Bookkeepers
Finance Personnel

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Subject: Seminar-Workshop on the Preparation of FY 2020 Budget Execution Documents

Date: July 25, 2019

1. This Office will conduct a Seminar-Workshop on the Preparation of FY 2020 Budget Execution Documents on August 20-22, 2019 which will be spearheaded by the Finance Office. The venue of the said activity will be announced in a separate Memorandum.
2. Participants of the said activity are the public elementary and secondary school heads, bookkeepers, and finance personnel.
3. Participants are required to bring the following:
 - a. Approved School Improvement Plan
 - b. Approved Annual Implementation Plan
 - c. Draft of FY 2020 Budget Execution Documents
 - Annual Procurement Plan;
 - Project Procurement Management Plan;
 - Work Financial Plan
 - School Operations Plan
 - Supporting Schedule
 - d. Laptop
 - e. Extension Cord
 - f. Pocket Wifi

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4. Further, School Heads are directed to prepare a draft of the FY 2020 Budget Execution Documents based on the FY 2019 School MOOE since the Department of Budget and Management has not yet issued the National Expenditure Program for FY 2020. Please submit the hard copies on or before **August 9, 2019** to Ms. Eleonor M. Remonsada of Budget Section.
5. Finance personnel are expected to check-in on August 20, 2019 at 2 P.M. and check-out time will be on August 22, 2019 at 12:00 noon. First meal to be served is lunch on August 20, 2019 and the last meal is lunch on August 22, 2019.
6. Enclosed are the Schedule of Participants and the Program for your reference.
7. Traveling expenses are chargeable against the Division/School MOOE funds while training expenses (food, venue and accommodation) shall be charged against HRTD Funds subject to the usual accounting, budgeting and auditing rules and regulations.
8. For information, guidance and strict compliance.

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Enclosure No. 1 to Division Memorandum No. _____

Schedule of Participants

Bookkeeper	Day 1	Day 2
Ruby Flor M. Sinco	Molugan NHS-JHS	
Leah Salva	Molugan NHS-SHS	
Marilou Paglinawan	Cogon NHS-JHS	
Dianne L. Suguilon	Cogon NHS-SHS	El Salvador NHS
Marjorie Ras	Hinigdaan NHS-JHS	Hinigdaan NHS-SHS
Jicevel V. Torres	Amoros ES	Himaya NHS
Sheila Mae B. Acero	PSB ES	Sambulawan ES
Cherry Lou D. Asequia	Hinigdaan ES	
Clark Airon G. Unson	Molugan CS	Ulaliman ES
Mary Rose B. Paisano	ECCS	Kibonbon ES
Rothellee L. Saburnido	San Francisco ES	San Francisco NHS
Honey Luz A. Sabuero	Taytay ES	Cogon ES
Quennie L. Arriego	Himaya ES	Sinaloc NHS
Ricca Stephanie E. Oco	Sinaloc ES	
Kimberly D. Oco	Bolisong ES	
Carlos Acero Jr.	Kalabaylabay ES	

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Program

	Time	Activity	Venue
August 20, 2019	7:30 – 8:00 AM	Registration of Participants	TBA
	8:00 – 8:30 AM	Opening Program Pambansang Awit Prayer Opening Remarks Statement of Purpose	
	9:00 – 12:00 NN	Workshop Proper	
	12:00 NN – 1:00 PM	LUNCH BREAK	
	1:00 – 5:00 PM	Workshop Proper	
August 21, 2019	8:00 AM – 8:30 AM	Prayer	
	8:30 AM – 12:00 NN	Workshop Proper	
	12:00 NN – 1:00 PM	LUNCH BREAK	
	1:00 – 5:00 PM	Workshop Proper	
August 22, 2019	8:00 AM – 8:30 AM	Prayer	
	8:30 AM – 12:00 NN	Workshop Proper	
	12:00 NN – 1:00 PM	LUNCH BREAK	
	1:00 – 4:30 PM	Workshop Proper	
	4:30 PM- 5:00 PM	Closing Program	

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