



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

06 Jan 2020

DIVISION MEMORANDUM
No. 002, s. 2020

**Review of Annual Plan and Orientation to the Preparation of the 2021
Budget Proposal**

To: **NINIAN A. ALCASID**
Chief, CID

ROLLY B. LABIS
Chief, SGOD

TONNIE MAE M. GONZALES
Project Engineer III

1. You are hereby directed to attend the Review of Annual Plan and Orientation to the Preparation of the 2021 Budget Proposal on January 9, 2020 at the Regional Office (RO) Conference Room, Zone 1, Upper Balulang, Cagayan de Oro City.
2. Lunch and snacks will be charged to the RO funds while accommodation, transportation, and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations. This memorandum also serves as an Authority to travel.
3. For information and compliance.

OLGA C. ALONSABE, PhD., CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Reference: RM No. 820, s. 2019
To be indicated in the Perpetual Index
under the following subjects:

REVIEW BUDGET

BUDGET/EMR



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