



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


19 October 2021

DIVISION MEMORANDUM
No. 424, s. 2021

Pre-Workshop on the Preparation and Submission of FY 2022 Budget Execution Plans

To: **Select Finance Employees**
Select Personnel Employees
This Division

1. Relative to Regional Memorandum No. 609, s. 2021 released last October 18, 2021, this Office will conduct a Pre-Workshop on the Preparation and Submission of FY 2022 Budget Execution Plans on October 27 - 29, 2021.
2. Participants of the said activity are the select Finance and Personnel employees.
3. Meal expenses are chargeable against the Division HRTD downloaded fund subject to the usual accounting, budgeting and auditing rules and regulations.
4. This Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. For information, guidance and strict compliance.


OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

FINANCE

SUBMISSION

OSDS/emr

