



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

---

Office of the Schools Division Superintendent

October 18, 2023

DIVISION MEMORANDUM

No. 464, s. 2023

**ATTENDANCE TO THE WORKSHOP ON THE CREATION OF BUDGET  
PROPOSAL SYSTEM FOR SCHOOLS DIVISION OFFICES AND  
REGIONAL OFFICE PERSONNEL**

To: Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Division Planning Officer III  
Division Engineer  
All Others Concerned  
**This Division**

1. Pursuant to Regional Memorandum No. 0621 s., 2023 re: Changes in Regional Memorandum No. 577 s. 2023 (Workshop on the creation of Budget Proposal System for Schools Division Offices and Regional Office Personnel), the **Division Planning Officer III** and **Division Engineer** of this division are hereby directed to attend the cited activity of the above-mentioned memorandum on October 19-20, 2023 at the DepEd-Regional Office 10.
2. All expenses to be incurred in the attendance of the said activity shall be charged to local funds subject to the usual auditing and accounting rules and regulations.
3. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

Transforming Schools,  
Forging Partners





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

---

4. Immediate and wide dissemination of this memorandum is desired.

  
**RANDOLPH B. TORTOLA**

Schools Division Superintendent

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

