



Republic of the Philippines
Cordillera Administrative Region
Department of Education
SCHOOLS DIVISION OF BENGUET
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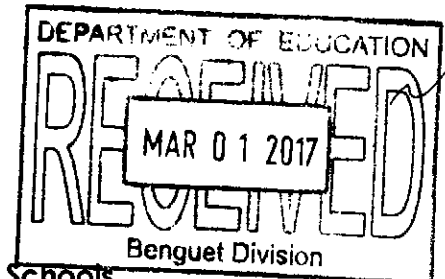


March 1, 2017

DIVISION MEMORANDUM

No. 039 s. 2017

To: SGOD and CID Chief
School Heads of IUs Sec. Schools
Budget Officer
Accountant III



Subject: Budget Preparation for FY 2018 for IUs Secondary Schools

1. Relative to the Regional Workshop on the Preparation of FY 2018 Budget Proposal, there will be a budget preparation orientation for all IUs Secondary Schools on Wednesday, March 2, 2017 at 8:30 in the morning at the Schools Division Conference Hall to discuss details of the said workshop.
2. The activity aims to present the guidelines, procedures and budget preparation (BP) forms to be followed.
3. Participants to the planning meeting are the School Heads, Administrative Officers and Bookkeepers of the following Secondary Schools.
 1. Atok NHS
 2. AMPMNHS
 3. Kamora NHS
 4. Mankayan NHS
 5. Lepanto NHS
 6. Tuba NHS
 7. Kibungan NHS
 8. TSHI NHS
 9. GBDAIS
 10. Benguet NHS
 11. Buguias NHS
4. Meals and Snacks of the participants and facilitators shall be charged against the Division MOOE, while travel expenses of the participants relative to this meeting shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Please be guided accordingly.


FEDERICO P. MARTIN, Ed.D. CESO VI
Schools Division Superintendent *FW*