



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal
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MEMORANDUM

TO: ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM: DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT: WORKSHOP ON BUDGET PREPARATION AND CONSOLIDATION OF BP 2015 FORMS

DATE: 26 February 2014

In conformity with the FY 2015 Budget Preparation Calendar, please be informed that a Two-Day Workshop on the Preparation and Consolidation of BP 2015 Forms to be hosted by the **Division of Cavite** will be conducted on **March 4-5, 2014 at One Tagaytay Place Hotel Suites, Tagaytay City**. Below are the participants for this Workshop; however the Division can send their additional participants to be able to finish the Consolidation of their BP 2015 Forms.

1. ASDS's/AO's
2. Division Planning Officer
3. Division Accountant / Acting Budget Officer
4. Division HRMO's
5. Division Chief/In-Charge of Curriculum
6. Division GAD Focal Person
7. Other Participants Needed in the Consolidation Approved by the SDS

A registration fee of **Two Thousand Four Hundred Pesos (P2,400.00)** shall be charged each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations.

Please be reminded that each participant shall bring their Laptop and Extension Cord. Send your confirmation of attendance using the template below to the RPU/BFD or email to them not later **February 28, 2014**.

Name of Pax	Division	Designation	Sex
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For strict compliance.

Received: Joseph
2/27/14
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