



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON

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MEMORANDUM

TO: **ALL SCHOOLS DIVISION SUPERINTENDENTS**

FROM: **DIOSDADO M. SAN ANTONIO**
Director IV 

SUBJECT: **CONDUCT OF SEMINAR/WORKSHOP ON THE ENCODING OF FY 2015 BUDGET PROPOSAL in COMPLIANCE WITH NBM No. 120 (BUDGET CALL FOR FY 2015) on ON-LINE SUBMISSION OF BUDGET PROPOSAL (OSBP)**

DATE: April 30, 2014

Please be informed that DepEd Region IV-A (Budget and Finance Division) will conduct a Seminar/Workshop on the encoding of FY 2015 Budget Proposal through On-Line Submission pursuant to National Budget Memorandum (NBM 120) dated January 6, 2014 to be held at **Tanza Oasis Hotel, Km 41 A. Soriano Highway, Tanza, Cavite on May 1-4, 2014.**

Participants to this activity are limited to five (5) pax for province divisions, and two (2) pax for city divisions, preferably the **Accountants and selected financial staff** who will be directly involved in the preparation of the budget proposal. **Participants are requested to bring their own laptop, extension cord and pocket wifi.**

This activity aims to orient/assist the aforementioned Financial Staff on the use of the On-Line submission of budget proposal.

Participants to this activity will be entitled to a three-day (3) compensatory time off that he/she can use to compensate for absences/tardiness within the year.

For strict compliance.

bfd/

Received: Joseph
4/30/14
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