



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

Gate 2, Karangalan Village, Cainta Rizal
Email: deped_ro4a@yahoo.com Fax: (02)682-2114



MEMORANDUM

TO: ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM: DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT: WORKSHOP ON THE PREPARATION OF BUDGET EXECUTION PLANS AND TARGET FOR 2015

DATE: November 12, 2014

In compliance with the guidelines contained in National Budget Circular No. 555, dated October 28, 2014, please be informed that DepEd Region IV-A Budget and Finance Division will conduct a Two-Day Workshop on the Preparation of Budget Execution Plans and Targets for FY 2015 to be held at **Tagaytay International Convention Center (TICC), Aguinaldo Hi-way, Tagaytay City on November 13-14, 2014 (Cluster 1) and November 17-18, 2014 (Cluster 2) at 9:00 A.M.**

Participants to this workshop are the following:

Division Offices:

1. SDS/ASDS/Focal Person (Curriculum)
2. Accountant
3. Planning Officer

Secondary Schools (Implementing Units):

1. School Principal
2. Accountant/Senior Bookkeeper

Received: Joseph
11-12-14
6199

Below is the schedule of 2-day workshop by cluster:

Cluster I - November 13 -14, 2014

- 1) Division of Quezon
- 2) Division of Lucena City
- 3) Division of Tayabas City
- 4) Division of Rizal
- 5) Division of Antipolo City
- 6) Division of Batangas City
- 7) Division of Lipa City
- 8) Division of Tanauan City
- 9) Division of Calamba City
- 10) Division of Santa Rosa City
- 11) Division of San Pablo City
- 12) Division of Bacoor City
- 13) Division of Imus City

Cluster II - November 17-18, 2014

- 14) Division of Batangas
- 15) Division of Cavite
- 16) Division Cavite City
- 17) Division of Dasmariñas City
- 18) Division of Laguna

All participants are required to bring the following:

- 1) Laptop; Extension Cord and Pocket Wifi;
- 2) One (1) Printer for each Division Office
- 3) SAOB (3rd Quarter); and
- 4) Summary of Plantilla (As of June 30, 2014)

A registration fee of Two Thousand Four Hundred Pesos (P 2,400.00) shall be collected from each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations.

For strict compliance.