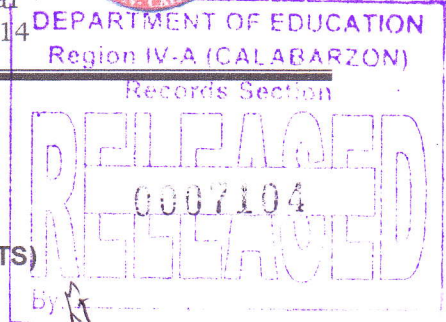




Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON

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



MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
 (Attention: ALL SCHOOL DIVISION ACCOUNTANTS)

FROM : DIOSDADO M. SAN ANTONIO
 Director IV

SUBJECT : CONDUCT OF ON-LINE SUBMISSION OF BUDGET PROPOSAL & BUDGET FINANCIAL AND ACCOUNTABILITY REPORTS (BFARs)

DATE : May 7, 2015

In compliance with the guidelines stated in National Budget Memorandum No. 123, s. 2015 dated January 28, 2015 entitled "Budget Call for FY 2016," the Finance Division will conduct the Online Submission of Budget Proposal with all the Schools Division Offices and Operating Units to be held on **May 12-16, 2015 at Hotel Pontefino, Pastor Village, Gulod, Labac, Batangas City (HOST: DIVISION OF BATANGAS CITY).**

The objective of this activity is to prescribe the guidelines and procedures in the preparation of the FY 2016 Budget forms in accordance with the programmed rationalization and validation of our agency reports to ensure our timely, relevance and accurate reports before our FINAL submission to our oversight agencies. As to procedure on our previous budget activities, School Division Accountants will take charge of deciding the participant for each IUs for each division and see to it that those who will involve in the activity will be responsible in validation of the reports for we are given only few days on our final submission. It is understood that each encoder will bring the necessary documents with Laptop, Pocket Wi-Fi and Extension Cords. Please be guided with the following necessary information:

School Division Offices	No. of Participants
Batangas, Cavite, Laguna, Quezon and Rizal	School Division Accountant and 4 Additional Participants
City Divisions of Batangas, Cavite, Lipa, Lucena, San Pablo, Antipolo, Calamba, Tanauan, Dasmariñas, Santa Rosa, Tayabas, Imus and Bacoor	School Division Accountant and 2 Additional Participants

A registration fee of **Six Thousand Pesos (P6,000.00)** per participant shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Strict compliance on the number of participants shall be observed and each division is required to submit through fax the confirmation of participants to the Finance Division (c/o Ms. Analyn Simbul) or email to bms_bfd@yahoo.com. **No representative is ALLOWED.**

Please be guided accordingly.

