



Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
Gate 2 Karangalan Village  
1900 Cainta, Rizal



DEPED-4A-RM-09-18- 188

**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
(Attention: ALL SCHOOL DIVISION ACCOUNTANTS, BUDGET OFFICERS and SELECTED ENCODERS IN THE SDOs)

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

**SUBJECT :** SEMINAR-WORKSHOP ON ONLINE SUBMISSION OF BUDGET PROPOSALS (OSBP) CUM 1<sup>ST</sup> QUARTER COORDINATION MEETING FOR FY 2018

**DATE :** March 23, 2018

1. The Regional Office Finance Division will conduct a Seminar-Workshop on Online Submission of Budget Proposal (OSBP) to be hosted by the School Division of Rizal on April 10-13, 2018 at Widus Hotel, Clark Freeport Zone, Pampanga.
2. The activity aims to facilitate the submission of Budget Preparation (BP) Forms per Annex E3 (BP Guidelines, Forms and Instructions) through the OSBP for submission to DBM IV-A three (3) hard copies of the required BP Forms duly endorsed by the Head of the Agency and Operating Units and thresh-out issues and concerns relative to fund utilization during the first quarter of FY 2018.
3. Participants to this activity are the SDO Accountants, Budget Officers and selected encoders identified by the SDOs, copy enclosed.
4. A registration fee of Two Thousand Pesos (P2,000.00) per day shall be charged for *from* each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. Strict compliance on the number of participants shall be observed in each division and required to submit through fax its confirmation to the Host Division. Attached is the indicative number of participants for each SDOs.
5. Please be guided accordingly.



**FINAL NUMBER OF PARTICIPANTS PER DIVISION**

<b>No.</b>	<b>School Division Office</b>	<b>FINAL</b>
1	Antipolo City	4
2	Bacoor City	3
3	Batangas	9
4	Batangas City	4
5	Calamba City	4
6	Cavite	6
7	Cavite City	3
8	Dasmariñas City	4
9	Imus City	3
10	Laguna	8
11	Lipa City	4
12	Lucena City	4
13	Quezon	10
14	Rizal	10
15	San Pablo City	4
16	Sta. Rosa City	4
17	Tanauan City	3
18	Tayabas City	4
19	Binan City	2
20	Cabuyao City	2
	<b>ROP</b>	4
	<b>Total, 4A</b>	<b>99</b>