



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



TO : SCHOOLS DIVISION SUPERINTENDENTS
Attention: SDO Accountants, Budget Officers
and Cashiers

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : ONE-DAY FORUM ON FY 2020 BUDGET PREPARATION

DATE : February 12, 2019

1. The Finance Division will conduct a One-Day Budget Forum on FY 2020 Budget Preparation for the selected finance staff from the regional and schools division offices on Friday, February 15, 2019; 8:30 AM at the Bulwagan ng Karangalan, Karangalan Drive, Cainta, Rizal.
2. The objective of this activity is to orient the finance personnel on Fiscal Year 2020 Budget Preparation to ensure timely and accurate submission of our region's FY 2020 budget proposal. Further, the Schools Division Offices through all Accountants and Budget Officers will conduct your respective schools division office activity for this purpose to be scheduled on February 18-22, 2019. The final submission of FY 2020 SDO budget proposals is February 26-27, 2019.
3. Participants to this activity are the accountants, budget officers and cashiers of all schools division offices. Expenses to this forum shall be charged against Regional Office funds while travelling expenses of participants shall be charged against their respective schools division office funds, subject to the usual accounting and auditing rules and regulations.
4. Please be guided accordingly.



Trunk Line: (02) 682-5773 / 684-4914 / 647-7487
Fax: (02) 682-2114
Website: depedcalabarzon.ph
Facebook: DepEd R-4A Calabarzon
E-mail: region4a@deped.gov.ph



AJA17-0078