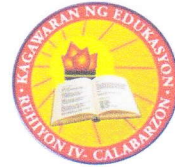




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : SCHOOLS DIVISION SUPERINTENDENTS
SECONDARY SCHOOL HEADS

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : SEMINAR-WORKSHOP ON THE FINALIZATION OF FY 2020 BUDGET
PROPOSAL *Mg*

DATE : February 26, 2019

- The Finance Division will conduct the Seminar-Workshop on the Finalization of FY 2020 Budget Proposal of Schools Division Offices and Implementing Units on March 1-2 and 4-5, 2019. Below are the scheduled dates and venue of Clusters 1 and 2 and attached Annex A for the identified Schools Division Offices.

Cluster	Date	Venue
Cluster 1	March 1-2, 2019	TICC, Tagaytay City
Cluster 2	March 4-5, 2019	BP, International Makiling, Los Baños, Laguna

- The objectives of the seminar-workshop are as follows: 1) Provide directions to school division offices and implementing units on the preparation of budget proposal based on thrusts and priorities; 2) Provide technical support to operating units to focus on the implementation of the current year's budget instead of implementing projects appropriated and obligated in the previous years; and 3) Ensure that all operations are on schedule and that their appropriated budgets can be fully disbursed within the fiscal year.
- Due to limited government venue to conduct this activity, the region limits the number of participants of five (5) per School Division Offices and one (1) participant per Secondary School Implementing Unit. Participants to the seminar-workshop are the following:
 - Schools Division Superintendents/Assistant Schools Division Superintendents
 - Schools Division Accountants
 - Schools Division Budget Officers
 - SDO Planning Officers
 - SDO Human Resource Management Officers
 - Secondary Implementing Units Accountants/Senior Bookkeepers
- It is understood that all School Division Offices shall submit a consolidated and validated reports to Regional Office, Finance Division.



5. The Regional Office Finance Division will request for the approval of the Compensatory Time-Off (CTO) on March 2, 2019 which falls on Saturday. Copy of the approval of the request duly signed by the Regional Director with the validated name of attendees on March 2, 2019 will be provided to all Schools Division Offices included in Cluster 1.
6. A Registration Fee of Three Thousand Six Hundred Pesos (**P3,600.00**) shall be charged for each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations.
7. The activity will start at exactly 8:30 AM on **Day 1** for each cluster. Kindly bring your Laptops, printer, extension cord, Wifi and needed data for your budget computation.
8. Please be guided accordingly.