

## Republic of the Philippines DEPARTMENT OF EDUCATION Region III DIVISION OF CITY SCHOOLS



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12 September 2017

## **DIVISION MEMORANDUM**

No 5 2, s. 2017

To:

Assistant Schools Division Superintendent Chief Education Supervisor Public Schools District Supervisors Education Program Supervisors Unit Heads All Others Concerned

## CONDUCT OF THE CY2018 ANNUAL PLANNING AND BUDGET CONFERENCE

- 1. This is to inform that CY2018 Annual Planning and Budget Conference will be held on September 19, 25-26, 2017 at a venue to be announced later.
- 2. The matrix and participants are as indicated in Enclosure Nos. 1 and 2, respectively.
- 3. Between September 19 and 25, participants are expected to prepare their individual budgets and have them ready for presentation on September 25. They are likewise advised to bring laptop.
- Expenses relative to this activity shall be charged against Division INSET Funds.
- 5. For immediate dissemination and compliance.

GERMELINA H. PASCUAL, CESO V Schools Division Superintendent