



12 September 2017

DIVISION MEMORANDUM

No. 52, 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.
4. 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