



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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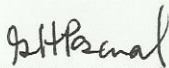
13 October 2015

DIVISION MEMORANDUM
No. 197, s. 2015

To: ALL SCHOOLS DIVISION OFFICE PERSONNEL

2016 DIVISION BUDGET CONFERENCE

1. This Office announces the conduct of the 2016 Division Budget Conference on October 27-29, 2015, 8:00 a.m. – 5:00 p.m. at the Division Library Hub.
2. The activity aims to:
 - a. Engage Division personnel in planning activities
 - b. Assess the 2015 budget utilization
 - c. Plan for 2016 financial requirements
 - d. Synchronize Division activities
3. Participants to this activity are all Schools Division Office personnel.
4. Enclosure No. 1 indicates the matrix for the activity.
5. Participants are directed to submit to their Division Chiefs/ASDS Office (for OSDS personnel) their January – September 2015 accomplishment reports and activity designs for planned 2016 activities for presentation during the Conference.
6. Expenses for the activity are to be charged against Division MOOE.
7. For immediate dissemination and compliance.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

**2016 DIVISION BUDGET CONFERENCE
MATRIX**

	DAY 1 OIC – CID	DAY 2 OIC – OSDS	DAY 3 OIC - SGOD
8:00 – 8:30	Registration/Opening Program	Preliminaries/Registration	Preliminaries/Registration
8:30 – 10:00	2015 Accomplishment Reports by Office: OSDS – <i>Arthur F. Francisco</i> , ITO CID – <i>Esperanza D. Cruz</i> ,	2016 OSDS Budget Presentation <i>Ma. Jima T. Cadiz</i> , AO V	Presentation of 2016 Division Synchronized Activities <i>Maria Carmen P. Cuenco</i> OIC ASDS
10:00 – 11:30	EPS SGOD - <i>Renato L. Ignacio</i> , SEPS	2016 SGOD Budget Presentation <i>Bernadette B. Rosaroso</i> EPS - I	Clearing House <i>Dennis P. Garcia</i> Supply Officer, Facilitator
11:30 – 1:00	LUNCH BREAK		
1:00 – 3:00	2016 Planning Guidelines <i>Orlando Gonzales</i> Budget Officer	2016 CID Budget Presentation <i>Rolando T. Sotelo</i> Chief ES	Closing Program <i>Ma. Felisa C. Camino</i> <i>Samuel S. Cariño</i> In-Charge
3:00 – 5:00	Planning Workshop by Office	Synchronizing Division Activities <i>Kristine Joy P. Daluz</i> Accountant II	