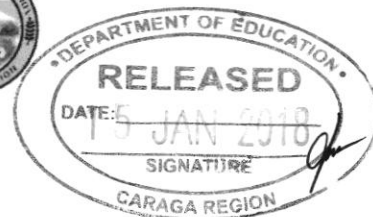




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII
Caraga Administrative Region
J. Rosales Ave., Butuan City



January 10, 2018

REGIONAL MEMORANDUM
No. 030, s. 2018

DIVISION WORKSHOP ON THE PREPARATION OF THE FY 2019 BUDGET PROPOSAL

To : Schools Division Superintendents
Secondary School Principals
This Region

- 1) Pursuant to National Budget Memorandum No. 129 dated January 3, 2018, The National Budget Call for FY 2019 on "Policy Guidelines and Procedures in the Preparation of the FY 2019 Budget Proposals containing the criteria in prioritizing the programs, projects and activities (PPAs) which are proposed for government funding in 2019" a one-day Workshop will be conducted in every Division Offices in conformity to Shifting to an Annual Cash-Based Budget, the Two-Tier Budget Approach (2TBA), Program Expenditure Classification (PREXC) approach to support the President's 0+10-Point Socio Economic Agenda and operationalize the goals and strategies and priorities as embodied in the Philippine Development Plan and the Public Investment Program for the period 2017 - 2022, regional trusts and Gender and Development (GAD) starting February 6 to February 16, 2018.
- 2) The venue, schedule and number of participants are shown below:

Division	Host Division	Date	No. of Participants							Total
			Division	Secondary School Principal / TIC					Senior Book keeper	
				IU	Main	Annex	IS	Total		
1.) Bayugan City	Bayugan City	2/6/2018	8	5	5	0	0	10	5	23
2.) Bislig City		8am – 5pm	8	3	12	2	1	18	3	29
3.) Agusan Del Sur	ADS Division	2/7/2018 8am – 5pm	8	26	57	3	0	86	26	120
4.) Surigao Del Sur	SDS Division	2/8/2018 8am – 5pm	8	28	28	9	24	88	28	124
5.) Tandag City	Tandag City	2/9/2018 8am – 5pm	8	3	1	0	1	5	3	16
6.) Surigao City	Surigao City	2/13/2018	8	4	13	4	0	21	4	33
7.) Dinagat Island		8am – 5pm	8	9	19	2	0	30	9	47
8.) Surigao Del Norte	Surigao Del Norte Division	2/14/2018	8	17	16	2	0	35	17	60
9.) Siargao Islands		8am – 5pm	8	7	16	3	0	26	7	41
10.) Agusan Del Norte	Cabadbaran City	2/15/2018	8	7	20	17	0	44	7	59
11.) Cabadbaran City		8am – 5pm	8	0	4	2	1	7	0	15
12.) Butuan City	Butuan City	2/16/2018 8am – 5pm	8	12	18	0	7	37	12	57
	Total		96	121	209	44	34	407	121	624

- 3) Participants in the workshop are the following:
 - 3.1 For RO – Finance Officer, Supervising Administrative Officer, Budget Officer III, Budget Officers I and Planning Officer III.
 - 3.2 For Division Offices – SDS / CID & SGOD Chiefs, Planning Officer, Accountant, Budget Officer, Physical Facilities & Personnel Officers.
 - 3.2 For Secondary Schools – all Secondary School Principals / TIC, Bookkeepers of Implementing Units.
- 4) Participants should bring FY 2017 Personnel Services Itemization and Plantilla of Personnel (PSIPOP), as of December 31, 2017, calculator, Salary Schedule of Civilian personnel effective June 2012, Enrolment Data SY 2017-2018, Teacher, Textbooks, Classroom and WATSAN needs for FY 2019 and Performance Target FY 2019.
- 5) A registration fee of P300.00 will be collected by the Division Cashier from each participant to cover training expenses, handouts, 1 meal and 2 snacks. Transportation and other incidental expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
- 6) BP 205 – List of Actual Retirees FY 2019 and Tally of Positions per latest Plantilla CY 2017 should be accomplished and to be submitted on or before February 28, 2018 at the Finance Division, DepED RO 13. (*Attention Fe L. Alegado – Chief, Finance Division and Sheryl R. Puyo – HRMO, Admin. Division*)
- 7) Immediate dissemination and compliance of this memorandum is hereby directed.


BEATRIZ G. TORNO, Ph.D., CESO IV
Officer In-Charge
Office of the Regional Director

Reference: Unnumbered DepED Memo
Allotment: 1-(DO. 50-97)
To be indicated in the Perpetual Index
Under the following subjects:
FUNDS SEMINARS WORKSHOPS

ROB1/FD/FLA/egc
1/10/2018