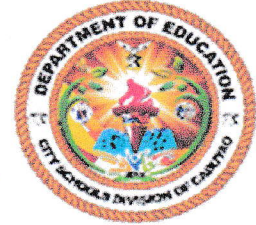


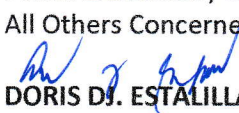


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV-A, CALABARZON
City Schools Division of Cabuyao
City of Cabuyao, Laguna



MEMORANDUM

TO: OIC – Assistant Schools Division Superintendent
Chief – Curriculum Implementation Division (CID)
Chief – School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Public Elementary and Senior High School Heads
All Others Concerned

FROM: 
DORIS D. ESTALILLA
OIC – Schools Division Superintendent

SUBJECT: CONDUCT OF FY 2019 BUDGET PREPARATION

DATE: February 09, 2018

Pursuant to National Budget Memorandum No. 129 dated January 03, 2018 entitled Budget Call for FY 2019, DepEd – Division of Cabuyao through the Finance Division will conduct a one (1) day Seminar – Workshop relative to FY 2019 Budget Preparation in all Elementary and Senior High School to be held on February 15, 2018 at Gabaldon Hall, Cabuyao Central Elementary School.

Participants to this activity are the following:

School Division Office:

1. Budget Section Personnel
2. Division Accounting Personnel
3. Division Planning Officer
4. Division-Human Resource Management Officer

Senior High Schools:

1. Senior High School Heads

Participants are advised to bring the following:

1. Data on Enrolment (Actual and Projection)
 - a. Actual Enrolment (SY 2017 – 2018)
 - b. Projection (SY 2018 – 2019)
2. Number of Graduating students
 - a. (SY 2017 – 2018)
 - b. Projection (SY 2018-2019)
3. Number of Teachers (Teacher I – Master Teacher II) – (SY 2017 – 2018)
4. Number of Classrooms (SY 2017 – 2018)
5. List of Retirees for FY2019

All participants are expected to be at the venue at exactly 7:00 A.M.

There will be no registration fee to be collected. (A.M. Snack, Lunch, and P.M. Snacks) shall be charged against Division MOOE subject to COA accounting and auditing procedures.

Immediate dissemination and 100 % compliance of this memorandum is highly anticipated.

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