


MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
Public Schools District Supervisors
Elementary and Secondary School Heads
Senior Bookkeepers, Liaison Officers, GAD Focal Person

FROM : 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **REITERATION OF DIVISION MEMORANDUM NO. 28 S. 2016 SEMINAR-
WORKSHOP ON FY 2017 BUDGET PREPARATION AND FY 2016 GUIDELINES
ON THE RELEASE OF FUNDS**

DATE : March 8, 2016

This office reiterates the importance of the following data for budget preparation:

1. Proposed SIP and AIP for 2016-2017, 2017-2018
2. BEIS Data (Enrolment, Age Profile, No. of Teachers Trained, NAT Results and Targets)
3. PSIPOP (for IUs)
4. Copy of 2015 GAD Accomplishment Report and FY 2016 and 2017 GAD Plan and Budget

Hence, said data needs to be prepared ahead of time and be brought during the workshop.

For your guidance and strict compliance.