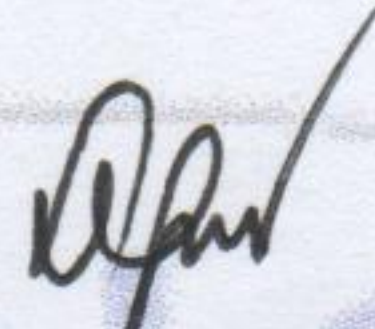


MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
Public Schools District Supervisors
Accountant III, AO-V (Budget), AO-IV (Supply), Engineer III, ADAs
All Elementary School Principals and Secondary Principals (Non-IUs)
All Others Concerned

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

SUBJECT : **MEETING ON HARMONIZATION OF AIP BASED ON CY-2016 BUDGET ALLOCATION AND MOOE DOWNLOADING ISSUES AND CONCERN**

DATE : January 27, 2016

Pursuant to DepEd Order No. 44 s. 2015 "*Guidelines on the Enhanced School Improvement Planning (SIP) Process and the School Report Card (SRC)*", the School Improvement Plan (SIP) and the School Report Card (SRC) are important elements of the Department of Education's (DepEd) School-Based Management (SBM) thrust. In the spirit of shared governance, the school with its stakeholders collaboratively prepares the SIP after a thorough analysis of their school and learner situation.

In consonance with this, there will be a meeting of PSDS, Accountant, Budget Officer, Supply Officer, Engineer, Administrative Assistant, All Elementary School Principals, and Secondary Principals (Non-IUs) with the COA Auditors on Harmonizing AIP based on CY-2016 Budget Allocation at the Division Conference Hall on January 28, 2016 from 8:00 AM to 12 NN.

Below are the objectives of the said meeting:

1. Harmonize the Annual Improvement Program based on CY-2016 Budget Allocation
2. Set timeline on the preparation, adjustments and submission of SY 2016-2017 AIP considering the Monthly Disbursement Program for the 1st semester of 2016
3. Address various clarifications with regards to proper disbursement of MOOE in accordance with the budgeting, accounting and auditing rules and regulations
4. Discuss and clarify other issues concerning budgeting and accounting

Expenses relative to this activity shall be charged against the Division MOOE Fund subject to the usual accounting and auditing rules and procedures.

Immediate dissemination and compliance with this Memorandum is desired.