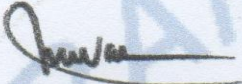


UNNUMBERED MEMORANDUM

To : Administrative Officer V
Division Accountant/Finance Staff
Division HRMO
Division Planning Officer
Elementary and Secondary School Heads


From : MERTHEL M. EVARDOME, Ed.D.
Acting Asst. Schools Division Superintendent
OIC-Office of the SDS

Subject: FY 2016 BUDGET PREPARATION AND FY 2015 GUIDELINES ON THE RELEASE OF FUNDS

Date : February 24, 2015

In compliance with FY 2016 Budget Call and NHM Circular Letter No. 556 dated January 5, 2015, the Budget and Finance Division, RO IV-A CALABARZON and the Department of Budget and Management (DBM IV-A) will conduct the FY 2016 Budget Preparation and FY 2015 Guidelines on the Release of Funds in all Schools Division Offices (Elementary and Secondary Schools) to be held on March 3-5, 2015 at Teachers Camp, Baguio City.

Objective of the workshop are:

1. To orient operating units on the 2 Tier Budgeting Approach and Results-Based Monitoring and Evaluation System in the resource allocation;
2. To provide policies, rules and regulations on the implementation of the FY 2015 Budget;
3. To prescribe the procedural guidelines on the release and utilization of funds for FY 2015; and
4. To reiterate/prescribe guidelines in the monitoring of releases and agency performance relative to the Performance Informed Budgeting (PIB).

Participants to the workshop are the following:

1. Administrative Officer V
2. Division Accountant
3. Division HRMO
4. Division Planning Officer II
5. Elementary School Heads
6. Secondary School Heads (IU's and Non-IU's)
7. Senior Bookkeepers (IU's)
8. Secondary School Liaison/In-Charge of Plantilla

A registration fee of One Thousand Two Hundred Pesos (Php 1,200.00) shall be charged each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. Please be guided on the number of days for the registration fee of each participant as follows:

Office	Date	No. Of Days and amount	Day O/First meal will be Dinner
Division Office	March 3-5, 2015	3 days (P 3,600.00)	Days 0 - March 2
Elementary Schools	March 3, 2015	1 day (P 1,200.00)	Day 0 - March 2
Secondary Schools	March 4-5, 2015	2 days (P 2,400.00)	Day 0 - March 3

Aside from the Equipment (laptops, Printer, Extension Cord and Pocket Wifi), please bring with you the following documents (soft and Hard copies):

1. FY 2014 Plantilla as of December 31, 2014
2. Data on Enrollment – By School (Actual Projection)
3. Number of Graduates (Elementary and Secondary)
4. Number of Teachers and MT's (Summary by School SY 2014-2015) – Elementary and Sec.
5. Number of Classrooms SY 2014-2015 Elementary and Secondary
6. School AIP, SIP and AIP

Secondary school heads are requested to submit the list of their attendees to this Office on or before February 26, 2015.

For your information and attendance.

UM- 95 S. 2015
@emr