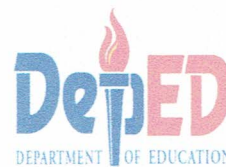




Republic of The Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City



Telefax No. (036) 6210-974 / Tel. No. (036) 6216-118

DIVISION MEMORANDUM
No. 21 s. of 2018

ENCODING ON THE URS OF 2017 FINAL BUDGET UTILIZATION

TO: Heads of Public Secondary Schools (Implementing Units)

1. The Budget Section will hold a two- day live-out encoding on the URS portal of the 2017 final budget utilization by the Division office, and Secondary Schools (Implementing Units) on January 22 to 23, 2018 at 8: A.M. to 5: P.M. The venue will be at Islands Hotel, Pueblo de Panay, Roxas City.
2. Participants to this activity are the School Accountants/Bookkeepers of the public secondary schools (Implementing Units). They are advised to bring their laptop and portable wifi device and their final financial report for 2017.
3. A registration fee of P 1,000.00 shall be charged each participant to cover expenses for snacks and lunch. Registration, travel and other expenses relative to attendance to this activity will be charged against school MOOE fund subject to the usual accounting and auditing rules and regulations.
4. For your information and guidance.


MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent