



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. 46 s. of 2018

**FINALIZATION OF 2019 PROPOSED BUDGET FOR PERSONNEL SERVICES (PS) AND
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)**

Heads of Public Secondary Schools (Implementing Units)

1. Out Budget Office will conduct an orientation on the finalization of the proposed budget for 2019 on February 26, 2018, 8:00 A.M. at the Division Multipurpose Hall, Barangay Banica, Roxas City.
2. Anent this, all Accountants/Bookkeepers of secondary schools (Implementing Units) are requested to attend said orientation in crafting of your 2019 proposed Budget for PS and MOOE. Please advise them to bring your 2018 Work and Financial Plan and other data needed.
3. A registration fee of P 300.00 shall be charged to cover expenses for snacks and lunch. Registration and transportation expenses to be incurred relative to this activity shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
4. Please be guided accordingly.


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