



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. J3 s. of 2018

**FINAL ENCODING OF 2019 PROPOSED BUDGET OF SCHOOL MOOE ON THE GOGLE DOCS SENT BY THE  
CENTRAL OFFICE**

Heads of Public Secondary Schools (Implementing Units)

1. All Accountants/Bookkeepers of Secondary Schools (Implementing Units) are invited to encode on the Gogle Docs their 2019 final Budget Proposal for MOOE on March 6, 2019, 8:00 A.M. to 12:00 Noon, at the Division Multipurpose Hall, Barangay Banica, Roxas City.
2. No Registration is required. Travelling expenses reletive to this activity shall be charged to your respective school MOOE subject to the usual accounting and auditing rules and regulations.
3. Please bring laptop and portable Pocket WIFI device and 2018 MOOE allocation.
4. Please be guided accordingly.

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