



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

October 16, 2019

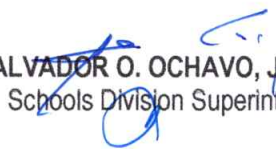
**DIVISION MEMORANDUM**  
No. 1291 s. 2019

**ORIENTATION ON THE REQUEST OF PERSONNEL SERVICES (PS) DEFICIENCY FOR FY 2019**

**TO:** Public Secondary School Bookkeepers/Accountants of Implementing Units

1. The Schools Division Budget Section will conduct a half day orientation on the proper computation of Personnel Services (PS) Deficiency Request from the Department of Budget and Management (DBM) on Monday October 21, 2019.
2. The venue will be in the Division Budget Office. Participants are advised to bring all necessary documents for the computation of PS deficiency and laptops.
3. No registration is required. Travel expenses shall be charged against School MOOE subject to Accounting and Auditing Rules and regulations.
4. Be guided accordingly.

Thank you.

  
**SALVADOR O. OCHAVO, JR., CESO V**  
Schools Division Superintendent