



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. 23 s. 2019

February 13, 2019

**SUBMISSION OF 2020 INDICATIVE ANNUAL PROCUREMENT PLAN AS BASIS
FOR CY 2020 BUDGET PROPOSAL**

TO: Public Secondary School Principals/Bookkeepers of Implementing Units
And Non-implementing Units

1. In order to facilitate on time preparation and submission of the Tier 1 and Tier 2 Budget Proposal, the Finance Unit will conduct an Orientation workshop for Budget Preparation on February 15, 2019 at the Capiz Multipurpose Hall from 8:00 A.M. to 5:00 P.M.
2. A registration fee of One Hundred Pesos (P100.00) shall be charged to each participants to cover A.M. and P.M. snacks.
3. Please bring your 2020 SIP and Laptops.

Thank you.


ROEL F. BERMEJO, CESO V
Schools Division Superintendent