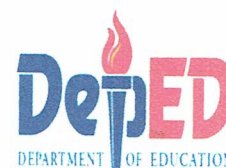




Republic of The Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City



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

MEMORANDUM
No. 024 s. 2019

February 18, 2019

**PREPARATION OF THE 2020 PROPOSED BUDGET OF THE
SCHOOLS DIVISION OFFICE**

TO: Section Heads and Education Program Supervisors (EPS)

1. In connection with the preparation of the Division Office 2020 proposed budget you are requested to attend a workshop at the Division Multipurpose Hall, Banica, Roxas City on February 19, 2019 at 3:00 P.M.;
2. Participants are required to bring your Annual Procurement Plan for 2020 and other data necessary for the formulation of our 2020 proposed budget;
3. Your attendance is a must.

Thank you.


ROEL F. BERMEJO, CESO V
Schools Division Superintendent