



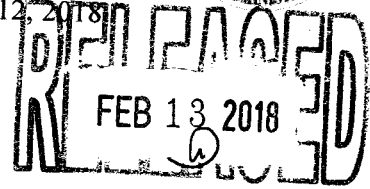
Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



February 12, 2018

REGIONAL MEMORANDUM
No. **054-2018**^{s.} 2018

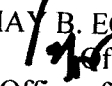


DEPED-CAR Time: _____

REGIONAL WORKSHOP ON THE PREPARATION OF CY 2019 BUDGET PROPOSAL

TO: Schools Division Superintendent
All Others Concerned

1. National Budget Memorandum No. 129 dated January 3, 2018, the 2019 National Budget Call was issued by the Department of Budget and Management (DBM) to provide the guidelines and procedures in the preparation of the 2019 budget proposal;
2. To prepare a realistic and comprehensive DepEd-CAR 2019 budget proposal, a five-day workshop on the preparation and accomplishments of the budget proposal forms is scheduled on February 19-23, 2018 (please see attached Program of Activities) at a venue to be announced later;
3. In the preparation and computation of Schools Divisions proposal, please be guided with the provisions of NBM No. 129 (downloadable from the DBM website: www.dbm.gov.ph);
4. Participants to the seminar-workshop from the Schools Division Offices are: SDS/ASDS, Budget Officer, Division Engineer and Planning Officer. Please bring all necessary data needed in the workshop such as enrolment and, teacher, classroom and seat and textbook needs;
5. Expenses for board and lodging shall be shouldered by the Regional Office, while travelling expenses of participants shall be charged against their respective local funds. First meal to be served is dinner on February 18, 2018 while last meal is P.M. snack on February 23, 2018.
6. All disbursements relative to the conduct of this workshop shall be subject to the usual budgeting, accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.


MAY B. ECLAR, Ph. D., CESO V
Officer-in-Charge
Office of the Regional Director

SGT/clp

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Public Affairs Unit 422-1318
Legal Unit 423-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

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Department of Education
 CORDILLERA ADMINISTRATIVE REGION
**REGIONAL WORKSHOP ON THE PREPARATION OF 2019 BUDGET
 PREPARATION**
 FEBRUARY 19-23, 2018

PROGRAM OF ACTIVITIES

DATE/TIME	ACTIVITIES
February 19, 2018	
8:30-9:00 A.M.	REGISTRATION
9:00- 10:00 A.M.	OPENING PROGRAM
	National Anthem
	Prayer
	Cordillera Hymn
	Welcome Message
	Introduction/Presentation of Participants
	Statement of Purpose
10:00 A.M-12 NOON	FORMULATION OF 2019 BUDGET PROPOSAL
12:00 NOON-1:00 P.M.	LUNCH BREAK
1:00 - 3:00 P.M.	CONTINUATION - FORMULATION OF 2019 BUDGET PROPOSAL
3:00- 5:00 P.M.	2019 BP FORMS
FEBRUARY 20, 2018 To FEBRUARY 22, 2018(A.M.)	WORKSHOP PROPER
FEBRUARY 22, 1:00-5:00 P.M. TO FEBRUARY 23, 2018, 8:00 A.M. - 12:00 NOON	PRESENTATION OF 2019 BUDGET PROPOSAL PER DIVISION (MAXIMUM OF 1 HOUR PER DIVISION)
FEBRUARY 23, 2018,P.M.	SUBMISSION OF OUTPUTS

Contact Numbers (Area Code: 074):

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