



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



REGIONAL MEMORANDUM

NO.: **084.2019**

To: Assistant Regional director
 Chiefs of Finance and PPRD
 Schools Division Superintendents
 All Others Concerned

RELEASED
 MAR 07 2019
 DEPED-CAR

From: **MAY B. ECLAR, Ph.D., CESO V**
 Regional Director

Date: March 5, 2019

Subject: **2020 PLAN AND BUDGET PRESENTATION**

- The Finance Division (FD) in coordination with the Policy, Planning, and Research Division (PPRD), this Office, will be spearheading the "2020 Plan and Budget Presentation of Schools Division Offices (SDOs)" at the SNC Hall, DepED-CAR, Wangal, La Trinidad, Benguet on March 11-13, 2019. This is in preparation for the Civil Society Organization (CSO) consultation and Regional Development Council (RDC) presentation on March 13 and 14, respectively.
- The participants to this three-day activity are the following:

Regional Office:

Regional Director	-	1
Assistant Regional Director	-	1
Chief – Finance Division	-	1
Chief – Policy, Planning, and Research Division	-	1
SAO – Finance Division	-	1
Budget Officer III	-	1
Planning Officer III	-	1
Engineer III	-	1
Administrative Officer II (PPRD)	-	1
Secretariat – 1 from PPRD and 2 from Finance	-	3

Schools Division Offices:

Schools Division Superintendent or Assistant Schools Division Superintendent	-	8
Division Budget Officer	-	8
Division Planning Officer	-	8
Division Engineer	-	8

SUB-TOTAL 44

TN: 1551805283

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434



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3. Participants shall bring at least one (1) laptop and extension cord per division. Complete Staff Work (CSW) shall be done prior to the scheduled presentation. It is understood that consultations were done with respective Local Government Units (LGUs) particularly for new spending proposals (Tier 2). Hard and soft copies of the SDO's 2020 Plan and Budget, BP Forms A to D, Teacher Needs Analysis and Classroom and Seat Needs shall be submitted after each presentation.
4. Board and lodging of all the participants, and materials shall be charged against Regional Office funds. Travel and incidental expenses relative to the attendance of participants to the said conference shall be charged to local funds subject to the usual accounting and auditing rules and regulations. Check in time is 2:00 PM onwards of Day 0 (March 10) while check out time is 12 NN of Day 3 (March 13) but the activity will be until 5:00 PM. First meal is Dinner of Day 0 and last meal is Lunch of Day 3.
6. Immediate and wide dissemination of this Memorandum is desired.

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