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DepED DIVISION OF BAGUIO CITY

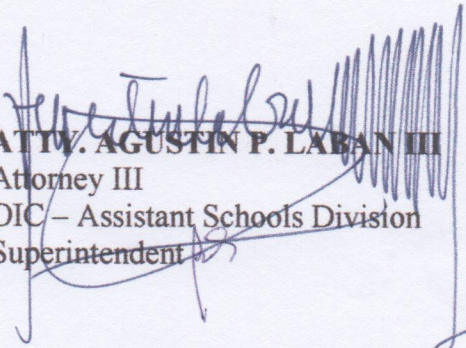
DIVISION MEMORANDUM

No. 90 series 2016

ORIENTATION AND PREPARATION OF THE SDO WORK AND FINANCIAL PLAN for FISCAL YEAR 2016

To: **All Division Chiefs
Section Heads
This Office**

1. To ensure a more efficient execution of the FY 2016 Budget for the Office, an orientation and preparation of the Work and Financial Plan will be conducted on 11 March 2016 from 9:00am – 5:00pm at the SDO Conference Hall.
2. The following shall be the expected output for the said activity
 - a. Work and Financial Plan per section which shall be consolidated as Work and Financial Plan of each Division concerned;
 - b. 2016 Work and Financial Plan of SDO-Baguio (consolidated WFP of all the Divisions in the Office)
3. Immediate and wide dissemination of this Memorandum to all concerned is required.


ATTY. AGUSTIN P. LABAN III
 Attorney III
 OIC – Assistant Schools Division
 Superintendent