



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DEPED BAGUIO CITY

JAN 0 2 2018

RELEASED

SCHOOLS DIVISION MEMORANDUM

No. 13 s. 2018

**ORIENTATION ON THE PREPARATION OF WORK AND FINANCIAL PLAN and
DOWNLOADING OF SCHOOL MOOE FOR FY 2018**

To :

- All Elementary School Heads**
- All Secondary School Heads (Non-Implementing Units)**
- All School Bookkeepers (Non-IUs)**
- All Schools Disbursing Officers (Non-IUs)**

In view of the recently concluded Roll-out on the utilization of the Financial Management Operations Manual (FMOM) and in preparation for the downloading of School MOOE for fiscal year 2018, all the above-mentioned personnel are required to attend the orientation on **12 January 2018, 3 o'clock in the afternoon at the SDO Baguio Conference Hall, Baguio City.**

Participants are required to bring with them their respective School Improvement Plan (SIP) and Annual Implementation Plan for 2018.

Wide and immediate dissemination of this memorandum is desired.


FEDERICO P. MARTIN, Ed.D., CESO VI
Schools Division Superintendent