



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



JAN 24 2018

RELEASED

DIVISION MEMORANDUM

No. 42, s. 2018

**Seminar-Workshop on the 2018 Work and Financial Plan and
Procurement Plan Forms**

TO :

- All Public Elementary School Heads
- Public Secondary School Heads (Non-Implementing Units)
- Admin. Asst III (Bookkeepers, Non-Implementing Units)
- Admin. Asst II (School Disbursing Officer, Non- IUs)
- SDO Bookkeeper (Admin. Asst. III)
- SDO Budget Officer
- SDO Accountant

1. In view of the finalization of the 2018 Work and Financial Plan and Procurement Plan for the Schools Division, a seminar-workshop will be conducted on **27 January 2018 at the SDO Baguio Conference Hall, Baguio City.**
2. All School Heads are expected to attend the said activity, except in meritorious cases, a representative preferably the Chairperson of the School's Bids and Awards Committee (BAC) can attend instead.
3. It is expected that at the end of the workshop the following documents must be submitted to the BAC Secretariat for consolidation.
 - a. 2018 Work and Financial Plan
 - b. 2018 Project Procurement Management Plan
 - c. 2018 Annual Procurement Plan
4. All submitted documents will be the basis for the monthly downloading of the monthly Maintenance and Other Operating Expenses (MOOE) of the schools.
5. All participants are requested to bring their own laptops for the workshop.
6. A one-day Compensatory Overtime Credit (COC) will be given to the participants.
7. Immediate and wide dissemination of this Memorandum to all concerned is desired.


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Schools Division Superintendent