



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

#82 Military Cut-off Road, Baguio City, 2600

Website: www.depedpines.com | Email: depedbaguio2600@gmail.com



24 October 2019

DIVISION MEMORANDUM

No. 655 s, 2019

**2020 WORK AND FINANCIAL PLANNING FOR
IMPLEMENTING AND NON-IMPLEMENTING UNITS**

TO : **SECONDARY SCHOOL HEADS, Implementing Units
ELEMENTARY SCHOOL HEADS, Non-Implementing Units
All Other Concerned**

1. In pursuance to DepEd Order No. 44, 2015 and in view of the issuance of the 2020 National Expenditure Program, a Work and Financial Planning for all Implementing and Non-Implementing Units will be conducted on November 4-5, 2019 at Holiday Inn Baguio City Centre, Legarda Road, Baguio City.
2. The planning workshop objectives are as follows:
 - a. Preparation of the Indicative 2020 Work and Financial Plan, Project Procurement Management Plan and Annual Procurement Plan;
 - b. Orientation on the new WFP/PPMP/APP/SOB system;
 - c. Discuss and clarify issues and concerns on budgetary, accounting, procurement and other related issues
3. In view hereof, participants are requested to bring with them their respective School Improvement Plan SY 2019-2022, 2020, Annual Implementation Plan, and laptops.
4. Participants to the said activity are the following:
 - a. SECONDARY SCHOOL HEADS of all Implementing Units and Non-Implementing Units
 - b. ELEMENTARY SCHOOL HEADS of Non-Implementing Units
 - c. One Representative of the School Planning Team (preferably the Faculty President or his/her representative)
 - d. Administrative Assistant III (Senior Bookkeepers), Implementing and Non-Implementing Units

Contact Numbers (Area Code: 074):

SDS Office	442-7819
Accounting Office	442-4326
Budget Office	442-4326
Front Desk Office	442-4326
Planning & Research	446-6738

Supply Office	442-4393
Alternative Learning System (ALS)	442-4393
FVR Gym	246-0163
Commission on Audit	424-1379

Email Address:

ALS	als.baguio2600@gmail.com
Planning & Research	planresearchbaguio@gmail.com
LRMDS	depedbaguio.lrmids@gmail.com
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- e. Administrative Assistant II (School Disbursing Officers),
Implementing and Non-Implementing Units
 - f. SDO Accountant
 - g. SDO Budget Officer
 - h. SDO Administrative Assistant – Budget
5. Meals and snacks of participants shall be charged from the HRTD funds downloaded from the Regional Office, subject to the usual accounting and auditing rules and regulations.
6. Participants are requested to confirm their attendance on or before October 29, 2019 through email address: depedbaguio2600@gmail.com. For inquiries or clarifications regarding said activity, kindly contact Ms. BELEN R. TOMIN, Budget Section, Schools Division Office of Baguio City at 09338218299
7. Immediate dissemination of and wide dissemination of the Memo is desired.

MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

MCBV/belle2min

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