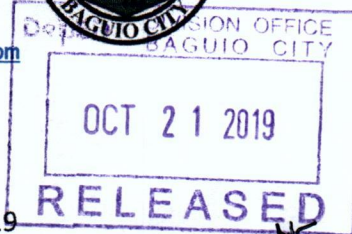




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

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Division Memorandum
No. 54, s, 2019

18 October 2019

COORDINATION MEETING for FINANCIAL STAFF ON BUDGET CONCERNS FOR IMPLEMENTING AND NON-IMPLEMENTING UNITS

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

1. The Schools Division Office through the Budget Section will conduct a coordination meeting for all financial staff on 25 October 2019 at the SDO Baguio Conference Hall 1.
2. With the end-view of an improved Agency Performance in terms of Financial Accomplishments for 2019, the meeting aims to :
 - 2.a. present and discuss the budget utilization as of September 2019 and discuss issues and concerns on the preparation of the Budget and Financial Accountability Reports;
 - 2.b. Discuss issues and concerns on the utilization of 2019 funds and other related budgetary matters.
3. Participants to the meeting are the **Administrative Assistants III (Senior Bookkeepers) and Administrative Assistant II (School Disbursing Officers)** of all implementing and non-implementing units
4. Participants are encouraged to bring their laptops and soft copies of their respective Budget Monitoring System.
5. Immediate dissemination of and wide dissemination of the Memo is desired.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

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Budget