



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

January 11, 2021

Division Memorandum
 No. 13, s. 2021

NEW SIGNATORIES OF THE SCHOOL OPERATING BUDGET

To: Public Elementary and Secondary School Heads
 All Others Concerned

- In view of improving budget utilization, please be advised of the following new set of signatories of the School Operating Budget to ensure that the identified Programs, Projects and Activities in the Work and Financial Plan are implemented and aligned with the School Improvement Plan and Annual Implementation Plan, to wit:

Person Responsible	Responsibilities
School Head	Prepares the monthly School Operating Budget vis-à-vis the approved WFP and AIP
Planning Officer III	Reviews the Programs, Projects and Activities indicated in the SOB <i>alignment</i>
ASDS	Approves the SOB

- Strict compliance and immediate dissemination of this memorandum is desired.

M. Verano
MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent
1-12-21



Address: 82 Military Cut-off Road,
 Baguio City

Contact Numbers (Area Code: 074):

SDS Office	442-7819	Supply Office	442-4393
Accounting Office	442-4326	Alternative Learning System (ALS)	442-4393
Budget Office	442-4326	FVR Gym	246-0163
Front Desk Office	442-4326	Commission on Audit	424-1379
Planning & Research	446-6738		