



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII

Caraga Administrative Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Roxas St., CV Diez MCEs Compound, Brgy. Washington Surigao City

Telefax: (086) 826-3075; Tel Nos. (086) 826-8931, 826-1268



September 27, 2019

DIVISION MEMORANDUM

No. 304, s. 2019

Writershop on FY 2020 AIP, WFP, APP & PPMP for School and Division Office Implementors

TO : Division Chiefs- SGOD & CID
All Public Elementary & Secondary School Principals/School Heads
Unit Heads
This Division



- 1) In adherence to Executive Order No. 91, s.2019 dated September 9, 2019 re: ADOPTING THE CASH BUDGETING SYSTEM BEGINNING FISCAL YEAR 2019, a Division writershop on FY 2020 AIP, WFP, APP & PPMP for School and Division Office Implementors will be held on **October 14-17, 2019** at 8:00 AM to 6:00 PM and the venue will be announced later.
- 2) This Executive Order is issued in order to improve the fiscal planning of government agencies through the strict implementation of an operational cash budget and by setting deadlines for obligation of funds and execution of projects during the fiscal year and in order to speed up the implementation of Programs, Projects and Activities and to promptly deliver goods and services to the clientele. Thus, implementing agencies should only propose programs, activities, and projects that can be fully implemented within FY 2020. Moreover, the Budget and Planning Officers should work closely with Program and Project Managers to ensure that the proposals are aligned with their implementation schedules.
- 3) The expected participants of the said activity are the Schools Division Superintendent, Chiefs of CID & SGOD, EPS I & II, SEPS, PSDS, AO V, Legal Officer, Section Heads, Division Senior Bookkeepers, Public Secondary School Principals/Heads of Implementing Units and Non IUs including their Senior Bookkeepers for JHS/SHS and one (1) BAC chair/member per district . Further, Schools Heads who are handling two (2) schools may bring with them one (1) representative to work for that particular school he/she is assigned to.
- 4) The writershop for School participants will be on October 14-15, 2019 and are expected to bring the following:
 - 2018-2019 SIP, 2019 & 2020 AIP, latest School-Community Data, SRC Summary of Information, latest Child Mapping, Child-Friendly School Survey, Child Protection Policy Implementation Checklist, Student-led School Watching and Hazard Mapping, Project Monitoring Report Form
 - Actual data of FY 2019 WFP, PPMP, & APP for reference
 - Laptop, calculator, extension wires

For Division Office participants are scheduled on October 16-17, 2019 and are expected to bring their laptop.

- 5) No Registration Fee will be collected for this 4-Day Training- Writeshop. Expenses to be incurred such as lunch & snacks, and other supplies will be charged to Division HRTD fund, while travelling expenses and other incidental expenses of the participants will be shouldered by their respective School MOOE funds subject to the usual budgeting, accounting and auditing rules and regulations.
- 6) The participants are expected to submit their outputs at the end of every session.
- 7) Attendance is a MUST.
- 8) Immediate dissemination and strict compliance of this memorandum is hereby directed.

FLORENCE E. ALMADEN, CESE
OIC-Schools Division Superintendent 

Enclosure: As stated

Allotment: 3-4 (D.O. 50-97)

References: D. O. 44, s. 2015; D O. 60 s 2016; EO 91, s. 2019

To be included in the Perpetual Index under the following subjects:

BUDGET EXECUTION PLANNING PROGRAMS PROJECTS ACTIVITIES POLICIES WRITESHOP