



Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS SUR**  
Bantay, Ilocos Sur



**February 14, 2019**

Date

**DIVISION MEMORANDUM**

No. **054 s. 2019**

**TITLE: CLUSTERED ORIENTATION-WORKSHOP ON THE PREPARATION OF  
THE FY 2020 BUDGET PROPOSAL**

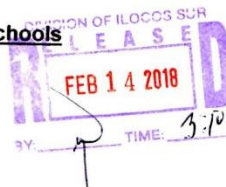
**TO: OIC -Assistant Schools Division Superintendent**  
**Chief Education Supervisor-CID**  
**OIC- Chief Education Supervisor -SGOD**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Public Secondary Principals/Head Teachers/OICs**  
**Senior Education Program Specialists**  
**Education Program Specialists II**  
**Accountant III**  
**Administrative Officer V ( Administrative & Budget)**  
**Administrative Officer IV ( Division Supply Officer)**  
**Planning Officer III**  
**Medical Officer III**  
**Project Development Officers ( PDO II)**  
**Accountants/Senior Bookkeepers of Implementing Schools**  
**Representative from the Senior High Schools ( Asst. Principals / Key Teacher)**  
**Others Concerned**

1. The Department of Education Schools Division of Ilocos Sur will conduct a Clustered Orientation-Workshop on the Preparation of FY 2020 Budget Proposal on the following Clusters on February 27 , 28 and March 1, 2019. ( Venue to be announced later)

2. Participants to this workshop are:

**CLUSTER 1 - Secondary Non-Implementing Schools**  
**( February 27, 2019)**

Schools Division Superintendent	1
OIC-Assistant Schools Division Superintendent	1
Accountant III	1
Budget Officer III	1
Planning Officer III	1
Administrative Officer V – Administrative Services	1
Principal/Head Teacher of Secondary Integrated Schools	12
Principal/ Head Teacher of Dadalaquiten Integrated School	1
Principal/Head Teacher of Secondary Non-Integrated Schools	39





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Representative from Senior High School ( 1 key teacher per school)	49
Representative from SHS of the following schools: ( 1 key teacher )	
Tay-ac NHS , Rancho NHS , Nagtablaan NHS , Ag-agarao NHS,	10
Libtong IS, Garitan IS, Basug NHS, Kalumsing IS, Nagsupotan NHS,	
Pug-os NHS	
Secretariat ( Senior Bookkeepers)	5

**CLUSTER 2 - Secondary Implementing Schools ( with fiscal autonomy)**  
**( February 28, 2019)**

Schools Division Superintendent	1
OIC-Assistant Schools Division Superintendent	1
Accountant III	1
Budget Officer III	1
Planning Officer III	1
Administrative Officer V – Administrative Services	1
Secondary Principals of Implementing Schools	13
Accountants/Senior Bookkeepers of Implementing Schools	13
Representative from the Senior High School ( Asst. Principal / Key Teacher)	13
Secretariat	2

**CLUSTER 3 - Schools Division Office Officials and Personnel**  
**( March 1, 2019)**

Schools Division Superintendent	1
OIC-Assistant Schools Division Superintendent	1
Chief Education Supervisor – CID	1
OIC-Chief Education Supervisor – SGOD	1
Education Program Supervisors	9
Public Schools District Supervisors	10
Accountant III	1
Budget Officer III	1
Planning Officer III	1
Administrative Officer V – Administrative Services	1
Administrative Officer IV – Supply	1
Senior Education Program Specialists	4
Engineer III	1
Education Program Specialists II	5
Project Development Officer II ( DRRM & Youth Formation)	2
Medical Officer III	1
Secretariat	2





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**3. The orientation-workshop aims to:**

- Discuss the procedures and policy guidelines on the preparation of the FY 2020 Budget Proposal;
- Discuss updates on Budgetary and other financial matters;
- Facilitate the preparation and submission of the FY 2020 Budget Proposal.

**4. Participants are requested to bring the following:**

For Cluster 1 & 2 :

- Laptops , extension cords , modem or broadband, calculator
- Updated PSIPOP ( as of January 31, 2019 – Fourth Tranche)
- Latest approved SIP
- Latest Enrolment ( by grade or year level)
- Approved 2019 Annual Operating Budget

For Cluster 3 :

- Laptops, extension cords , modem or broadband, calculator
- 2020 Work and Financial Plan for the INSET fund
- 2020 Work and Financial Plan for the Special Programs  
( such as Multigrade, ALS , Literacy Volunteer, IPED,  
DRRM, Youth Formation , etc)

- Outputs of participants ( in hard & soft copy ) shall be submitted/collected after every powerpoint presentation for consolidation purposes.
- Venue , meals and snacks of participants shall be charged against the 2018 GASS MOOE of the Division Office while travelling expenses of participants shall be charged against Local Funds / School MOOE subject to the usual accounting and auditing rules and regulations.
- Only those indicated participants on this memo will attend. PROXY is not allowed.
- For your information and strict compliance.

GEMMA Q. TACUYCUIY, CESO V  
Schools Division Superintendent



To be indicated in the Perpetual Index  
Under the following subjects:

Budget Proposal      Officials      Funds Rules and Regulations      Seminar-Workshop

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