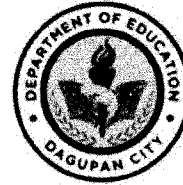
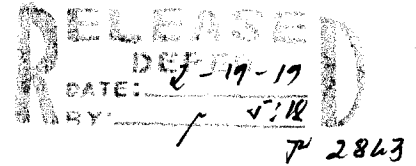


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY



DIVISION MEMORANDUM  
NO. 088, 2019



TO : Secondary School Heads (IUs and Non-IUs)  
Elementary School Heads  
Administrative Officer IV (PSIPOP/Plantilla in-charge)  
Accountant /Administrative Assistant III

FROM : DR. LORNA G. BUGAYONG, CESO VI  
Schools Division Superintendent

SUBJECT : SEMINAR-WORKSHOP ON THE PREPARATION OF  
FY 2020 BUDGET PROPOSAL

DATE : February 18, 2019

The Department of Education, Schools Division Office of Dagupan City through the Finance Division will conduct a Live-in Seminar-Workshop on the Preparation of FY 2020 Budget Proposal. This activity 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; and facilitate the preparation and submission of the FY 2020 Budget Proposal.

The said activity will be held at Division Training Center on February 26, 2019 and will start at 8:00 AM.

Participants are advised to bring the following:

- a. Laptop and extension cords, calculator
- b. Service Records
- c. PSIPOP/Plantilla
- d. All other data needed in the preparation of budget proposal.

Outputs of participants shall be submitted after the workshop. Please be guided accordingly.

*Dr. Lorna G. Bugayong*  
DR. LORNA G. BUGAYONG, CESO VI  
Schools Division Superintendent