



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OFFICE DAGUPAN CITY

**RELEASE**  
 SDO-DAGUPAN  
 BY: 988  
 DATE: 1-28-2020  
 TRACKING NO. 0513

DIVISION MEMORANDUM NO. 026, 2020

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

FROM :MARIA CELIA JUNIO-FERNANDEZ, Ed.D., MDM-SEC  
 Schools Division Superintendent

DATE :JANUARY 28, 2020

SUBJECT :SEMINAR-WORKSHOP ON THE PREPARATION OF  
 FY 2021 BUDGET PROPOSAL

RECEIVED  
 DATE: 1/28/2020  
 TIME: 3:00  
 EYMANTE B. INFANTE  
 IT OFFICE

The Department of Education Schools Division Office of Dagupan City through the Finance Division will conduct a Seminar-Workshop on the Preparation of FY 2021 Budget Proposal. This activity aims to discuss the procedures and policy guidelines on the preparation of the FY 2021 Budget Proposal; discuss updates on budgetary and other financial matters; and facilitate the preparation and submission of the FY 2021 Budget Proposal.

The said activity will be held at the Abong Na Alumni, Dagupan City National High School on January 31, 2020 and will start at 8:00 AM.

Participants are advised to bring the following:

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

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

*Maria Celia Junio-Fernandez*  
 MARIA CELIA JUNIO-FERNANDEZ, Ed.D., MDM-SEC  
 Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City  
 Telephone: (075) 615-2645/615-2649  
 Website: [depeddagupan.com](http://depeddagupan.com)  
 Email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



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