



DIVISION MEMORANDUM

No. 222 s. 2016

TO: ALL ELEMENTARY SCHOOL HEADS
SECONDARY SCHOOL HEADS OF NON-IMPLEMENTING UNITS
(Non-IUs)

FROM: ARNULFO M. BALANE, CESO V
Schools Division Superintendent

SUBJECT: DIVISION SEMINAR WORKSHOP ON THE PREPARATION OF
MONTHLY DISBURSEMENT PROGRAM AND ANNUAL SCHOOL
BUDGET

DATE: September 14, 2016

1. The Department of Budget and Management (DBM) under various issuances has directed all government agencies to start firming up their plans and targets for the ensuing year immediately upon submission of the National Expenditure Program (NEP) to Congress.
2. Relative thereto, the DepED Budget Section shall conduct a Division Seminar-Workshop on the Preparation and Submission of Monthly Disbursement Program (MDP) and Annual School Budget (ASB). This activity is scheduled on the following dates:

Elementary Schools	Batch 1 – October 3, 2016
	Batch 2 – October 4, 2016
	Batch 3 – October 5, 2016
	Batch 4 – October 6, 2016
Secondary Schools	Batch 5 – October 10, 2016

3. The objective of this seminar-workshop is for the schools to prepare and submit the MDP ASB as basis of the issuance of 2017 disbursement authorities.
4. The participants to this seminar-workshop are the elementary and secondary school heads of non-implementing units (Non-IUs) or the schools without financial staff. Number of schools and participants per districts are listed in the Enclosures.

Each school is expected to bring the following: copy of their AIP and SIP; draft copy of their MDP and ASB; calculator and/or laptop, if necessary.

5. No registration fee shall be collected. Travelling expenses can be charged against local funds subject to the usual accounting and auditing rules and regulations. Only one (1) participant per school is authorized.
6. Immediate dissemination of this Memorandum is enjoined.