



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



6February2023

DIVISION MEMORANDUM

DM No. 094, s. 2023

FY 2024 PRE-PLANNING Seminar Workshop & BUDGET FORUM

**To: Assistant Schools Division Superintendents
Division Chief – SGOD
All School Heads – NON IUs & IUs**

1. With reference to the National Budget Memorandum No. 145 dated January 12, 2023 entitled Budget Call, this Office, will conduct a FY 2024 Pre-Planning Seminar – Workshop and Budget Forum as follows:

Date Covered	Participants	Registration	Accomodation
Feb. 20-24, 2023 (by batch)	School Head (NON IUs)	Php 1,200.00 (meals & venue)	Live-out
March 2-3, 2023	School Head (IUs) Accountant/ Sr. Bkpr	Php 4,000.00/pax (meals, venue & accomodation)	Live-in

The venue & the *list of participants per Batch for NON IUs will be announced in a separate memorandum.

2. This activity aims to provide technical assistance for the preparation of the School's Programs, Projects & Activities (PPA's) for the FY 2024 which will be the basis of their FY 2024 Budget Proposals& Annual Improvement Plans.
3. Participants from remote areas may have day zero (February 19 for NON IUs & March 1 for IUs) for travel and accomodation. For School Heads handling two or more schools, please include a representative from the other schools to participate.

DEPEDQUEZON-TM-SDS-04-009-003



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4. The participants are expected to arrive at the venue thirty (30) minutes before the scheduled activity. They are also requested to wear appropriate smart casual attire. Furthermore, onsite registration will start at 7:00 am.
5. To ensure the health and safety protocols amidst the COVID – 19 pandemic, all participants are expected to comply with the existing guidelines and policies of IATF/DOH throughout the duration of the Activity.
6. The participants are requested to bring with them a copy of their FY 2022 AIP and submit all the working papers at the end of this activity workshop.
7. The Registration fee and other related expenses in connection with this activity shall be charged to the respective School MOOE subject to usual budget, accounting and auditing rules and procedures.
8. Immediate dissemination and compliance of this memorandum is earnestly desired.

FOR:

ELIAS A. ALICAYA, JR.
OIC-Schools Division Superintendent

BY:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-In-Charge

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