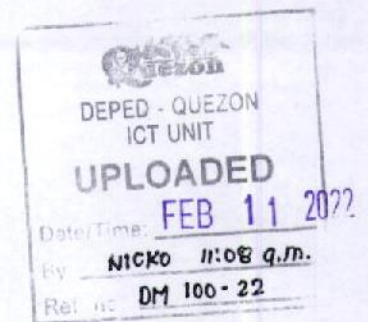




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



10 February 2022

DIVISION MEMORANDUM
 DM No. 100, s. 2022

FY 2023 DIVISION BUDGET FORUM FOR SCHOOL HEAD-IN-CHARGE OF GOVERNANCE AND OPERATIONS (SHIGO)

To: OIC – Schools Division Superintendents
Division Chief – SGOD
School Head-in-Charge of Governance and Operations

1. With reference to DBM National Budget Memorandum No. 142, dated January 12, 2022, "National Budget Call for FY 2023", this Office, through the Budget Section and SGOD Planning Unit, will conduct a limited face-to-face forum on February 15 & 16, 2022 at M.I. Sevilla's Farm & Resort, Lucena City.
2. This activity aims to orient the participants with the salient features of NBM No. 142, in preparation for the crafting and submission of the FY 2023 Budget Proposals of Schools.
3. The expected participants are the following:

Participants	
Schools	School Head-In-Charge of Governance & Operations (SHIGO)
Division Personnel	
• Budget Section	• Budget Officer III with ADAS
• Planning Unit	• Planning Officer III with ADAS
• Accounting Section	• OIC Accountant with ADAS
• HRTD Unit	• Sr. Education Program Specialists
• Health Unit	• Nurse-In-Charge

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- In case the assigned SHIGO cannot attend, a School Head representing the District shall act as replacement.
4. The SHIGOs are expected to devolve to their respective School Heads, within their district, all the data and information which will be presented and discussed after this Activity.
 5. All the participants are expected to observe the minimum health protocols in accordance with the IATF/DOH guidelines throughout the duration of the Activity. Furthermore, all are required to bring with them a duly signed Health Declaration Form by their respective District Nurse-in-charge.
 6. Travel Expenses to be incurred in this activity shall be charged against the Division/School MOOE, whereas food, venue rental and incidental expenses shall be charged against the HRTD Fund, subject to the usual accounting rules and procedures.
 7. Immediate dissemination and compliance of this Memorandum is earnestly desired.

ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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