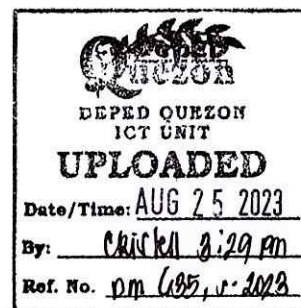




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



25 August 2023

**DIVISION MEMORANDUM**

DM No. 185, s. 2023

**SEMINAR-WORKSHOP on the FINALIZATION OF THE FY 2024 AIP, FINANCIAL PLAN AND MONTHLY DISBURSEMENT PROGRAM (NON-IUs)**

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

1. With reference to the National Budget Circular No. 590, DepED Order No. 44, s. 2015, DepED Order No. 8, s. 2019 and DM No. 527, s. 2023, this Office, will conduct a Seminar – Workshop on the Finalization of the FY 2024 AIP, Financial Plan and Monthly Disbursement for Non-IUs, by batch, on **September 11 – 14, 2023**. The venue will be announced in a separate memorandum.
2. The objectives of this activity are the following:
  - To synchronize the planning, budgeting, procurement and disbursement programs at the School Level and its coherence with DepED’s Strategic direction – MATATAG – Kalilayan.
  - To provide technical assistance in the finalization of the School’s Annual Improvement Plan, Financial Plan, and Monthly Disbursement Plan which will serve as the basis of the FY 2024 Monthly Downloading of Cash Advance to Schools.
3. The participants on this training are the Heads of each School. But, for those School Heads handling two or more schools, a representative (*preferably AO II/ADAS*) is allowed to represent each of the other schools. Also, an additional participant is allowed for those *schools which are offering K to 12 modified curriculum (ES, JHS, & SHS)*.

DEPEDQUEZON-TM-SDS-04-009-003



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- The participants are requested to **bring with them a copy of their School Triangulated FY 2024 AIP** and submit it at the end of this activity workshop. They are also requested to wear an appropriate smart casual attire.
- The detailed list of participating schools maybe accessed thru this QR Code:



- The onsite registration will start at 8:00 am, and the first meal to be served is AM Snack.
- The Registration fee of Php 1,000.00 per participant, 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.
- 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
- Immediate dissemination and compliance of this memorandum is earnestly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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