



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
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Registration Number:  
QAC/R63/0216

## UNNUMBERED MEMORANDUM

**TO:** Assistant Schools Division Superintendents, CID and SGOD Chiefs and Section Heads

**FROM:** CATHERINE P. TALAVERA  
Schools Division Superintendent

**SUBJECT:** Submission of Budget Plan for the period August – December, 2020

**DATE :** July 28, 2020

In support of RA No. 11469 or the "Bayanihan To Heal as One Act", and DepED Order No. 12, s. 2020 (Adoption of Basic Education Learning Continuity Plan), our Division Office subsidized fifty percent (50%) of its remaining funds to augment the funds needed for the printing and reproduction of supplementary learning resource materials.

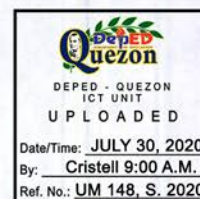
In view of this, may we request each of your concerned offices to submit your Budget Plan not later than August 5, 2020, to the Budget Section Office. This will be used to recalibrate our Division's Financial Plan based on our remaining funds.

For compliance.

DEPEDQUEZON-TM-SDS-04-010-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)







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<b>*Target Expenditure</b>	<b>Supporting Documents</b>
Travelling Expense	Itinerary of Travel
Training Expense	Activity Proposal
Supplies & Other Materials Expense (Office Supplies, ICT Supplies, Medical Supplies, etc.)	Requisition & Issue Slip
Semi-Expendable Equipments (Office, DRRM, Furnitures, etc.)	Requisition & Issue Slip
<b>Utilities Expenses – c/o concerned Office</b> (Water, Electricity)	
<b>Communication Expense – c/o concerned Office</b> (Mobile, Landline, Internet)	
<b>General Services – c/o concerned Office</b> (Salary of JO/Contractual, Security)	
<b>Fidelity Bond Premium – c/o concerned Office</b>	
<b>Fuel, Oil, Gasoline Expense – c/o concerned Office</b>	

\*Your Office can add expenditure/s according to your needs

Type your section code and initials here with date created [mm/dd/yyyy] in the last page only e.g. sdsmm04/06/2018

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