



Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop Reyes Street, Kalibo, Aklan



January 19, 2018

DIVISION MEMORANDUM

No. 35, s. 2018

ACTIVITIES RELATIVE TO BUDGET PREPARATION AND EXECUTION AND OTHER RELATED ACTIVITIES

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Division Office Section Heads
All Other Division Office-Based Personnel Concerned

1. With the implementation of the multi-year obligation-based budget to an annual cash-based budget, this office decides to conduct some activities which will orient all concerned on this matter. These will enable our offices ready for the change and avoid misunderstanding and undue anxiety among our personnel.
2. These activities and their details are found in the enclosure to this memorandum.
3. Expenses relative to the conduct of these activities may be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Immediate and wide dissemination of this memorandum is highly enjoined.

Dr. ERNESTO F. SERVILLON, JR., MNSA, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

CONFERENCE FORMS FUNDS MEETING PLANS

/JRN

"May katawhayan ag kalipayan sa among mga eskuelahan"

Enclosure to Div. Memo No. 35, s. 2018

ACTIVITIES RELATIVE TO THE BUDGET PREPARATION AND OTHER RELATED ACTIVITES

| Title of the Activity | Date of Conduct | Manager/s of the Activity | Participants |
|---|--|---|---|
| 1. Orientation on the Revised Forms and Crafting of Timeline for Budget Preparation | January 30, 2018 ASJ Hall 8:00 AM-12:00 PM | Heads of Budget and Finance, Cash, HR, Planning | All personnel of Budget and Finance, Cash, HR, and Planning sections |
| 2. Orientation on Cash-Based vs. Multi-Year Obligation-Based Budget | January 25, 2018 ASJ Hall 8:00 AM-5:00 PM | Division Planning Unit Budget and Finance Cash Section | CES, EPS, PSDS/PID/HTID, S/EPSt, Division Section Heads, HR Head and Staff, ITO, Div. Engr., Div. Legal Officer, others who may be identified later |
| 3. Scheduling of Activities based on DEDP, WFP, PMIS and BED3 | | | |
| 4. Orientation on the conduct of "Advance Procurement-Short of Award" | February 12, 2018 ASJ Hall 8:00 AM-5:00 PM | Bids and Awards Committee Chair and Members Budget and Finance Section Cash Section | CES, EPS, PSDS/PID/HTID, S/EPSt, Division Section Heads, HR Head and Staff, ITO, Div. Engr., Div. Legal Officer, others who may be identified later |
| 5. Contingency Planning for Obligations which might "spillover" | | | |

"May katawhayan ag kalipayan sa among mga escuelahan"