



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan



March 12, 2019

To: **All Public Schools District Supervisors**
All Heads of Public Elementary
Secondary and Integrated Schools

Dear Sirs/Mesdames:

Greetings!

This is in connection to Division Memorandum No. 72, s. 2019 re: Submission of Reports for 2020 Budget Proposal dated March 1, 2019.

Please be informed that all Heads of Elementary, Junior and Senior High Schools should submit "hard copy" of the Tier 2 Annual Procurement Plan or the new expanded Programs, Activities and Projects (PAP) of your respective schools intended for the CY 2020 Budget Proposal.

These hard copies of Tier 2 APP should be submitted to the respective Administrative Assistant III (ADAs III) who will encode to the Google link in the form of CY 2020 BP 201 which will be provided by the division office to each district. District ADAs are reminded that all data in the Tier 2 APP gathered from the schools of their coverage should be encoded to the BP 201 template.

For further instruction, this Office is requesting ADAs III of each district to attend meeting on March 15, 2019 at 2:00 o'clock in the afternoon at ASJ Hall, Division Office, Kalibo, Aklan. Please bring with you soft or hard copy of APP 2020, laptop, pocket WiFi and extension wire.

Deadline of encoding will be on March 19, 2019. Please be guided accordingly.

Thank you.

Very truly yours,

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

Mr. JOSE NIRO R. NILASCA

EPS, Officer In-Charge

Office of the Assistant Schools Division Superintendent

DIVISION LETTER

No. 42 s. 2019