



March 3, 2020

DIVISION MEMORANDUM  
No. 64, s. 2020

**DIVISION INTERNAL BUDGET DELIBERATION FOR FY 2021**

TO: Asst. Schools Division Superintendent  
CID & SGOD Chiefs and Personnel  
Administrative Officer V  
Public Schools District Supervisors  
Secondary School Heads  
All Others Concerned

1. To ensure appropriate utilization and compliance to standards, the Schools Division Office of Kabankalan City will conduct the Division Internal Budget Deliberation for Implementing Units on **March 18, 2020** at the Division Conference Hall, Gabaldon Bldg, SDO Kabankalan City, Tayum St., Kabankalan City, Negros Occidental.
2. The activity aims to:
  - a. Ensure, efficient, effective, equitable and transparent budgeting system contributing to socioeconomic development;
  - b. Ensure the implementation-readiness of proposals through concrete program plans and designs that outline key procurement and implementation milestones and improvement in monitoring priority outputs and results.
3. Participants are Principal/School Heads of Implementing Units and Administrative Assistant II for Budget / Administrative Assistant III. They are advised to bring their Budget template (downloaded to the Secondary School Heads group chat).
4. Food and other expenses are chargeable to HRTD Fund (Continuing) while travelling expenses are chargeable to School MOOE and Local Funds subject to the usual accounting and auditing rules and regulations.
5. For widest dissemination.

  
**PORTIA M. MALLORCA, PhD, CESO V**  
Schools Division Superintendent

