



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE of KABANKALAN CITY**  
*City of Kabankalan*

Tel. No. (034) 471-2003  
Fax No. (034) 471-2003  
E-mail: [dep\\_ed\\_bangkal@yahoo.com.ph](mailto:dep_ed_bangkal@yahoo.com.ph)

**DIVISION MEMORANDUM**

No. 250, s. 2018

TO: Asst. Schools Division Superintendent  
Administrative Officer V  
Implementing Units (IUs) School Heads  
Division Accountant and Budget Officer

*LM Ortillo*

FROM: **MA. LORLINIE M. ORTILLO, CESO VI**  
Schools Division Superintendent

Date: November 12, 2018

Subject: **Capability Building on Budget Execution Document Preparation**

1. The Schools Division Office of Kabankalan will conduct a capability building on Budget Execution Document Preparation on November 12, 2018 at Binicuil National High School for Implementing Units (IUs) Bookkeepers, Division Accountant and Budget Officer.
2. This activity aims to provide updates and discuss procedures / processes on how to prepare the Budget Execution Document. Please bring with you your school APP, AIP, ASB, and PPMP.
3. Food and other expenses chargeable against INSET Funds subject to the usual accounting and auditing rules and regulations.
4. For immediate dissemination and compliance.