



Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

February 7, 2023

DIVISION MEMORANDUM

No. 091, s. 2023

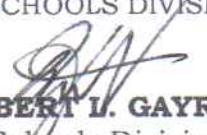
**DIVISION WORKSHOP ON THE PREPARATION OF
FY 2024 BUDGET PROPOSAL**

To: Assistant Schools Division Superintendent
Chief SGOD
Chief CID
Public Schools District Supervisors/District Incharges'
Elementary School Heads
Secondary School Heads IUS/NON-IUs/IS/SHS
Accountant III
Budget Officer III
Planning Officer III
AO IV HRMO
Engineer
GAD Focal
Budget Staff
AO-Sch./ADAS III-Sch.Budget Officer Desig./Cluster-Senior Bookkeepers
All Others Concerned

1. In preparation for the submission of Consolidated Budget Proposals FY 2024, the Schools Division Office thru the Finance Section will conduct a One-day Division Workshop on the Preparation of FY2024 Budget Proposal on February 9, 2023 at 8:00 a.m. to 5:00 p.m. face to face and via MS Team thru <https://tinyurl.com/FY2024BudgetPrep>
2. The workshop aims to facilitate the preparation and submission of Consolidated Budget Proposals FY 2024, discuss guidelines, changes and updates in Budget Preparation.
3. Participants of this workshop are above stated with the Regional Office representatives to provide technical assistance on Budgetary Forms and related concerns.
4. All Budgetary accomplished forms will be submitted to the division office on February 10, 2023.
5. Immediate dissemination of this memorandum is desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

BY THE AUTHORITY OF THE SCHOOLS DIVISION SUPERINTENDENT:


GILBERT I. GAYRAMA, CESE
Assistant Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index under the following subjects:

COMMUNICATIONS

WORKSHOPS

SEMINARS

OSDS/BUDGET/EPC



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