



Republic of the Philippines
Department of Education-National Capital Region
DIVISION OF CITY SCHOOLS
QUEZON CITY
Nueva Ecija St., Bago Bantay, Quezon City, Metro Manila

August 12, 2010

MEMORANDUM TO:

SECONDARY SCHOOLS:

Secondary Schools Principals (with Financial Staff)
Cashier/Disbursing Officers
Bookkeepers

In view of the submission of Budgetary Reports for 2010 to the DepEd (NCR) and Department of Budget and Management (DBM), this Division will conduct a one (1) day orientation on August 20, 2010 from 8:00 am to 5:00 pm at Division Office Conference Room to discuss the preparation of the said reports to be submitted to the Department of Budget and Management (DBM) through DepEd NCR.

In this regard, each concerned school is required to send two (2) financial staff for this particular activity. Registration Fee of Three Hundred Pesos (Php 300.00) will be charged each participant to cover the cost of the two (2) snacks and lunch.

Please be guided accordingly.

CORAZON C. RUBIO
Officer In-Charge
Asst. Schools Division Superintendent
Office of the Schools Division Superintendent