



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 16 2022

Memorandum

No. 266 s. 2022

**BUDGET FORMULATION WORKSHOP FOR SCHOOLS: CRAFTING OF CY 2023
PROJECT PROFILES, PPMP, APP AND APP - CSE**

To: OIC-Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads/OICs
School Property Custodians/Administrative Officer II
School BAC Chairman, TWG and Secretariat
SDO Administrative Officer V, Budget Officer,
Supply Officer, Planning Officer, SEPS M & E, SEPS-Planning
All Others Concerned

1. This office announces the conduct of the **Budget Formulation Workshop for Schools: Crafting of CY 2023 Project Profiles, PPMP, APP and APP-CSE** November 21 - 23, 2022 at Swiss Belhotel Blulane, Santa Cruz, Manila.

Participants	Date	Venue
SDS, ASDS, SDO Officials	Nov. 21, 2022	Swiss Belhotel Blulane
School Principals		
School Property Custodians/ Administrative Officer II in charge of Property		
School BAC, TWG, Secretariat		
SDS, ASDS, SDO Officials	Nov. 22 - 23, 2022	Swiss Belhotel Blulane
School Principals		
School Property Custodians/ Administrative Officer II in charge of Property		

2. All participants are encouraged to bring their laptop, pocket Wifi, extension cord and 2022 School AIP/SIP, SOB, PPMP, APP, APP - CSE and other related documents.



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3. Transportation of the participants shall be charged against school local fund subject to the usual auditing and accounting procedures.

4. Wide and immediate dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO IV
Schools Division Superintendent

Encl.: NONE

Reference: NONE

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

POLICY TRAINING PROCUREMENT