



Department of Education
Region III
Division of City Schools
Angeles City



Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582/Fax Nos. (045) 322-4702; 887-6099

RELEASED

AUG 29 2017

August 25, 2017

DIVISION MEMORANDUM
No. 305 s.2017

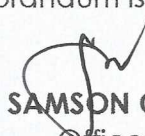
By 
DepED Angeles City
Division of City Schools

To: All Public Elementary, Secondary and Senior High School Heads

**ORIENTATION- WORKSHOP ON THE PREPARATION OF WORK
AND FINANCIAL PLAN FOR CY 2017 and 2018**

1. Please be informed that there will be an Orientation-Workshop on the Preparation of Work and Financial Plan for CY 2017 and 2018 on August 31, 2017; 8:00 am to 5:00 pm at the Gabaldon Building, Pulungbulu, Angeles City.
2. The orientation –workshop aims to:
 - a. equip the school heads with the knowledge about concepts, methods, and procedures of a simplified fund management system.
 - b. broaden the participants' understanding on the Financial Management Operations and the over-all processes including the policies and procedures in the accounting / disbursement of government funds.
 - c. enhance knowledge and skills on the content and processes on the preparation of financial statements and other financial reports.
3. Participants are requested to bring their laptop, 2017 Liquidation of MOOE Downloads and 2017 Annual Implementation Plan. The required number of participants listed below should be followed;

Autonomous Secondary School Heads	6
Non-autonomous Secondary School Heads	2
Senior High School Stand Alone School Head and 4 AO II	5
Elementary School Heads	38
Integrated School Heads	5
4. Immediate dissemination of this Memorandum is earnestly desired.


LEILANI SAMSON CUNANAN, CESO VI
Officer-In- Charge
Office of the Schools Division Superintendent