



Republic of the Philippines  
**Department of Education**  
**Region III**  
**Schools Division of Angeles City**



November 9, 2021

**DIVISION MEMORANDUM**  
**No. 362 s. 2021**

**Schedule of the Virtual School Operating Budget for Fiscal Year 2022**

To : Assistant Schools Division Superintendent  
 Chiefs, CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads/OICs of Public Elementary, Integrated School, Secondary and Senior High School  
 Unit Heads  
 All other concerned

1. This is to announce the Schedule of the Virtual School Operating Budget for Fiscal Year 2022 Deliberation as follows: Time: 9:00 A.M.

DATE	CLUSTER/SCHOOLS
November 22	10
November 23	9
November 24	7
November 25	6
November 26	5
November 29	4
December 1	2
December 2	3
December 3	1
December 6	8
December 7	SBNHS, NV15IS, SDIS, DCNDSMHS,
December 9	ACSci, CMRICTHS, Amsic IS Malabanas IS, BVRHS
December 10	ANUNAS E/S, GBES, AGNES, LNWES

*\*Link will be sent through the ASDS AC School Head's Group Chat.*



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2. Participants to this activity are:  
The School Head as the SOB Presenter, PTA President, School MOOE Team and members of the School Bids and Awards Committee (SBAC)  
Panel members are the Asst. Schools Division Superintendent, Chief of the SGOD, OIC of the CID, PSDSs, Division Accountant, Budget Officer, Engineer, Medical Officer, SEPS in HRD.
3. School Heads are to submit the Monthly Disbursement Program on or before November 15, 2021 to the Division Records Unit, Attention to the Accountant while the soft copy of the School Operating Budget (SOB) and Project Proposals must be emailed to [laurence.ordonez@deped.gov.ph](mailto:laurence.ordonez@deped.gov.ph) at least 2 days before the deliberation schedule.
4. Two hard copies of SOB and the Project Proposals must be submitted to the Record's Office, Attention to the: ASDS's Office at least 2 days after the SOB was presented
5. All expenses incurred during the conduct of the said activity are charged to the Division MOOE subject to the usual accounting and auditing procedures.
6. Wide dissemination and compliance to this Memorandum are earnestly desired.

**MA. IRELYN P. TAMAYO, Ph.D., CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

