



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



Oct 10, 2023

DIVISION MEMORANDUM

No. 365, s. 2023

To: Assistant Schools Division Superintendent
Division Chiefs
Unit Heads
Heads of Public Elementary and Secondary Schools

**DI VISION COLLOQUIUM ON PREPARING A SCHOOL BUDGET AND
PROJECT PROPOSALS CUM BUDGET DELIBERATION**

1. Budgeting is the process of creating a plan to spend money. It is simply balancing expenses with the allotted budget.
2. In the school, a school budget may be described as the process of preparing a statement of an approved budget and the proposed expenditure over a period of time. In other words, it is a process of preparing a summary of the programs and fund allotments that will be reflected in the School Operating Budget.
3. With this, the Schools Division of Angeles City will conduct a Division Colloquium on Preparing a School Budget and Project proposals Cum Budget Deliberation on **November 6-17, 2023, at the Learning and Development Conference**, Division of Angeles City
4. Attached is a list of the dates of the colloquium for the districts.
5. For information and strict compliance.

RONALDO A. POZON PhD, CESO V *lh*
Schools Division Superintendent





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LIST OF THE DATES OF THE COLLOQUIUM FOR THE DISTRICTS

CLUSTER	DATE
1	November 6, 2023
2	November 7, 2023
3	November 8, 2023
4	November 9, 2023
5	November 10, 2023
6	November 13, 2023
7	November 14, 2023
8	November 15, 2023
9	November 16, 2023
Submission of all final SOBs and project proposals	November 17, 2023

