



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

OSDS-SDS-UM-07-22-2022/SSC

TO : **MA. LUISA T. DELA ROSA**
Assistant Schools Division Superintendent

ROMEL G. PETAJEN
Chief, CID

MARY JEAN S. ROMERO
Chief, SGOD

ANGELO JAMES O. AGUINALDE
Accountant III

MA. CIELO C. TUBALE
AO V (Budget)

ANJO TUGAY
SEPS

SARAH CHIONG
SEPS

MARIFE BREQUILLO
SEPS

ELIZABETH URBANO
EPS-II

FROM : **SUSAN S. COLLANO**
Schools Division Superintendent

SUBJECT : **SPECIAL WORKSHOP ON 2023 PLANS AND BUDGET**

DATE : July 22, 2022

In the exigency of service, you are hereby directed to report to the CID Office tomorrow, **July 23, 2022** (Saturday) to prepare and finalize the 2023 plans and budget of this SDO.

You may request one personnel to assist you in the workshop.
The following shall be presented:

1. Tier 1 and Tier 2 budget (Template No.1)
2. Template No. 2 (Financial Details)
3. Template No. 3 (Financial Plan)

Travel expenses and/or overtime pay/compensatory overtime credit is authorized for this activity.

We shall leave for the presentation of this plans and budget on Sunday, July 24, 2022.

For compliance.

