



DIVISION MEMORANDUM

October 28, 2014

No. 254 s. 2014

ADDENDUM AND CORRIGENDUM OF DIVISION MEMO No. 246 s. 2014

(TRAINING WORKSHOP ON THE PREPARATION OF SCHOOL OPERATING BUDGET (SOB), PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) AND ANNUAL PROCUREMENT PLAN (APP) BASED ON FY 2015 BUDGET)

TO: Public Schools District Supervisors
Elementary Cluster/School Heads/Principals/School-In-Charge
Non IU Secondary School Heads/Principals/School-In-Charge
District Senior Bookkeepers
Division Office Finance Staff

1. Please be informed of the additional information and changes to the Training Workshop:

2. The Final Schedule and Venue below shall be strictly followed:

District	Date	Venue
Lugait, Manticao, Naawan, Initao, Libertad, Laguindingan, Alubijid	November 3-4, 2014	Hotel Koresco, Pueblo de Oro Golf Estates, Masterson Avenue, Cagayan de Oro City 9000
Kinoguitan, Talisayan, Medina, Magsaysay	November 5-6, 2014	
Balingasag, Lagonglong, Salay, Sugbongcogon	November 10-11, 2014	
Opol, Tagoloan, Villanueva, Jasaan, Claveria	November 12-13, 2014	

3. Expected participants of this training workshop are Elementary Cluster/School Heads, Principals, School-In-Charge; Non-IU Secondary School Heads, Principals, School-In-Charge; District Senior Bookkeepers, Non-IU Secondary School Senior Bookkeepers; and Division Office Finance Staff.

4. Participants are required to bring the following:

- Laptop with extension wire
- USB Flash Drive
- Approved CY 2014 SOB, PPMP and APP/Supplemental APP
- 1 Printer with Ink/Toner, Long Bond Papers per district

5. The outputs of the training workshop shall be consolidated by District. The Deadline for Submission of CY 2015 SOB, PPMP and APP is on or before November 17, 2014. Hardcopies in four (4) copies shall be submitted to the Division Office Receiving Section while softcopies shall be emailed to depedmisor_supply@yahoo.com.ph.

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Schools Division Superintendent

