



Republic of the Philippines  
Department of Education  
Region X

**DIVISION OF MISAMIS ORIENTAL**

Cagayan de Oro City

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**DIVISION MEMORANDUM**

October 16, 2014

**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:** 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. To ensure proper implementation of DepEd Guidelines, Thrusts and Programs, this division will conduct a Training Workshop on the Preparation of School Operating Budget, Project Procurement Management Plan, and Annual Procurement Plan based on FY 2015 Budget. The training venues of the following schedule shall be announced later:

District	Date
Lugait, Manticao, Naawan, Initao, Libertad, Laguindingan	November 3-4, 2014
Alubijid, Opol, Tagoloan, Villanueva, Jasaan, Claveria	November 5-6, 2014
Balingasag, Lagonglong, Salay, Sugbongcogon	November 10-11, 2014
Kinoguitan, Talisayan, Medina, Magsaysay	November 12-13, 2014

2. School Heads/School Principals/School-In-Charge are required to bring approved CY 2014 SOB, PPMP and APP.
3. Travelling and other incidental expenses are chargeable against the Division/School MOOE funds while Training Expenses (Food, Venue and Accommodation) shall be charged to Division INSET funds subject to the usual accounting, budgeting and auditing policies, rules and regulations.
4. For strict compliance.

**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

*Enclosures:*

1. *List and Breakdown of Participants*
2. *Training Matrix: Program of Activities*



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