



DIVISION MEMORANDUM

November 2, 2016

No. 499, s. 2016

SUBMISSION OF SCHOOL ANNUAL PROCUREMENT PLAN (APP) AND SCHOOL OPERATING BUDGET (SOB) FOR CALENDAR YEAR 2017 CONSOLIDATED BY DISTRICT

TO: All School Heads
All Public Schools District Supervisors
All Education Program Supervisors/District Advisers
All District Senior Bookkeepers/Bookkeepers Designate
All District ICT Coordinators/Designate

1. For the information and guidance of all concerned, the final deadline for submission of the School Annual Procurement Plan (APP) and School Operating Budget (SOB) for Calendar Year 2017 **Consolidated by District** is on **November 7, 2016** for both hard and soft copies.
2. The Division Office Finance shall expect to receive the hard copies from the districts the following:
 - a. **3 folders** marked each with, "Copy for Accounting, Copy for COA, Copy for School"
All School Operating Budget (SOB) 2017
 - b. **3 folders** marked each with, "Copy for Accounting, Copy for COA, Copy for School"
All Annual Procurement Plan (APP) 2017
3. Soft copies shall be emailed to **depedmisor.app@gmail.com** consolidated by district.
4. Strictly **"No Submission of Hard Copies by School at the Division Office"** The Division Office receiving unit shall only receive reports by district with complete elementary, junior and senior high schools.
5. Schools shall submit to their respective districts 3 copies of APP and SOB 2017. All reports shall be signed by the School Head. The District Bookkeeper/Designate shall receive and stamp the date of submission at the District Office.
6. All PSDS are directed to review all reports in accordance with the updates and guidelines as discussed during the workshop. PSDSs shall sign their initials for Approval of the Schools Division Superintendent.
7. All District Senior Bookkeepers/Designate shall consolidate & submit all hardcopies while the District ICT Coordinators shall be in-charge of the consolidation and submission of soft copies through email.
8. Widest dissemination of this memorandum is enjoined.

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

