



Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
Government Center, Candahug, Palo, Leyte



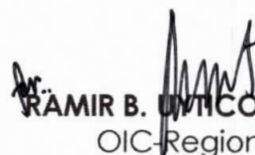
February 8, 2017

REGIONAL MEMORANDUM  
No. 063 s. 2017

**ONE-DAY ACTIVITY ON THE PREPARATION OF FY 2018 BUDGET PROPOSAL**

To: Schools Division Superintendents  
All Others Concerned

1. This is to inform all concerned that a **One-Day Activity on the Preparation of FY 2018 Budget Proposal** on **February 17, 2017**, from 9:00AM to 5:00PM. Venue shall be announced later.
2. The activity aims to prepare the FY 2018 Budget Proposal based on the **revised parameters** for the computation of needs like teachers, school buildings and others.
3. The expected participants are the following:  
**Regional Office:** Chiefs of Policy, Planning and Research and Finance Divisions, Supervising Admin. Officers of Finance and Administrative Divisions, Budget Officer, Planning Officer, Engineer, HRMO  
**Division Offices:** Budget Officer, Planning Officer, Engineer, and HRMO.
4. Participants are expected to bring along with them their laptop and the actual data for SY 2016-2017 at all levels. The data needed are as follows:
  - Enrolment
  - Teacher Items
  - Classroom construction, repair and replacement
  - Laboratories and workshops (Science, Kinder, TechVoc)
  - Libraries
  - Furniture
  - School Sites (acquisition and titling)
  - Tools and Equipment (Kinder, Science & Math)
  - ICT packages
  - School-based Feeding
  - School MOOE
  - Subsidies (ESC, SHS Vouchers)
5. Expenses for lunch and two (2) snacks shall be charged to Finance Division funds while travel expenses of the participants to their local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this memorandum are desired.

  
**RAMIR B. UNTICO, Ed.D., CESO IV**  
OIC-Regional Director



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