



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



February 21, 2017

REGIONAL MEMORANDUM

No. **006**, s. 2017

ENCODING OF BP FORMS AND ON-LINE SUBMISSION OF FY 2018 BUDGET PROPOSAL

To: Schools Divisions Superintendents
All Others Concerned

1. A two-day **Live-in Workshop** on the Encoding and On-Line Submission of FY 2018 Budget Proposal (**OSBP**) shall be conducted on **March 16-17, 2017 at a venue to be announced later.**

2. The participants are the following:

DO/RO	NO. OF PARTICIPANTS	EXPECTED PARTICIPANTS
Division Offices	2 pax per division	Division Budget Officers and 1 staff to assist in the encoding
Regional Office	5pax	Finance Chief, SAO, Budget Officer and 2 Budget Staff

3. Meals and lodging shall be provided for, charged to the Regional Office Finance Division Funds while while transportation and other incidental expenses of the participants shall be charged to their respective Local Funds, subject to the usual government accounting and auditing rules and regulations. The first meal to be served shall be dinner on March 15, 2017 and the last meal shall be snacks on March 17, 2017.

4. Participants are required to bring laptops, extension wires and wifi sticks.

5. Immediate dissemination of and strict compliance with this Memorandum are desired.


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

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

Budget Preparation

On-Line Submission of Budget Proposal (OSBP)

Finance Training/Workshop



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