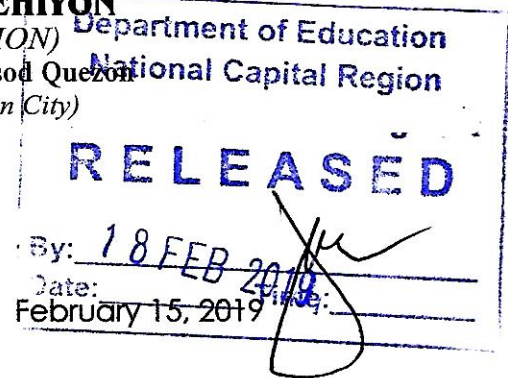




Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)



REGIONAL M E M O R A N D U M

No. 31 s. 2019

**SEMINAR/WORKSHOP ON THE PREPARATION OF PROPOSED BUDGET CY 2020
cum ORIENTATION ON PMIS ENCODING ON EBMS**

To: Schools Division Superintendents
Secondary Schools Principals
All Concerned

1. The Department of Education – National Capital Region, through the Finance Division, will conduct the **Seminar/Workshop on the Preparation CY 2020 cum Orientation on PMIS encoding on EBMS** on February 20-22, 2019 at West Avenue Suites, West Avenue, Quezon City.
2. This activity aims to facilitate and clarify the process between the Regional and Division Offices, particularly on the following:
 - Orient on the preparation of the Budget Proposal for CY 2020 based on DBM-Memorandum Circular 129;
 - Orient on the encoding of PMIS on the use of Electronic Budget Monitoring System;
 - Discuss other issues and concerns affecting the budget preparation.
3. The participants to the abovementioned activity are the following:
 - 3.1.a Division Accountants, and Division Budget Officers, and other Finance Staff as authorized by the Regional Director;
 - 3.1.b Regional Office Secretariat;
4. A registration fee of Three Thousand Six Hundred Pesos Only (3,600.00) per participant shall be charged payable to DepED-NCR to cover board and lodging, workshop materials and supplies, conference room, and other contingencies. Travelling and other incidental expenses of participants shall be chargeable against their MOOE Fund subject to the usual accounting and auditing rules and regulations.

Work toward excellence. . . play to win!

5. Participants are instructed to bring their laptops. For other concerns or queries, please coordinate with DepED NCR Finance Division Staff at tel. nos. **920-14-87/929-43-12**. The advisory as well as the link for the online registration will follow soonest.
6. Wide dissemination of this Memorandum is directed.



WILFREDO J. CABRAL
Officer-in-Charge
Office of the Regional Director

Finance/JBSB