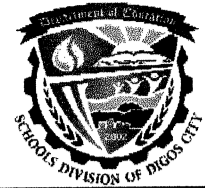




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 832, s. 2017

October 27, 2017

FULL-TIME DELIVERY UNIT CONFERENCE

To: Noreliza A. Misal – Division Accountant
Neptune L. Tambilawan – Division Budget Officer
Joel M. Deguilmo – Accountant I
Helen T. Payapaya – Administrative Officer II
Giselle D. Gonzales – Administrative Assistant I

1. The Department of Budget and Management Regional Office XI and the Department of Education Regional Office XI Full-time Delivery Unit (FDU) will hold a conference at RELC-NEAP Emerald Hall on November 6, 2017. Topics to be discussed are the preparation of Budget Execution Documents, Annual Procurement Plans (APP) and the scheduled usage of Unified Reporting System (URS).
2. Attached is the Unnumbered Regional Memorandum dated October 23, 2017 for your ready reference.
3. For your information, guidance and compliance.

WINNIE E. BATOON, EdD
Officer in Charge

Office of the Schools Division Superintendent

DepEd Schools Division of Digos

RELEASED
11408

DATE: OCT 27 2017 TIME: 1:25 PM

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DepEd City Division: Full-time Delivery Unit Conference
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Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw
Tanggapanang Panrehiyon

DepED
DEPARTMENT OF EDUCATION

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MEMORANDUM

TO : **All Schools Division Superintendents**
All Heads of School Implementing Units
This Region

FROM : 
ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV

Subject : Full-time Delivery Unit Conference

Date : October 23, 2017

The Department of Budget and Management Regional Office XI and Department of Education Regional Office XI Full-time Delivery Unit (FDU) will hold a conference at RELC-NEAP Emerald Hall on November 6, 2017. Topics to be discussed are the preparation of Budget Execution Documents (BED), Annual Procurement Plans (APP) and the scheduled usage of Unified Reporting System (URS).

Participants are the following:

- Regional Office
 - Finance Division Personnel
 - Administrative Division Chief
 - Personnel Section Chief
 - Policy Planning and Research Division Chief and Staff
- Division Offices
 - Division Accountants
 - Division Budget Officers
 - Budget Assistants
 - Administrative Officer II-SHS
- Secondary Schools IUs
 - Bookkeepers

Registration of participants shall start at 8:00 a.m. to 8:30 a.m. Lunch and snacks in the morning and afternoon will be served chargeable against Regional Office Funds while travelling expenses of the participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

For their information, guidance and compliance.