February 14, 2017

REGION MEMORANDUM
FD No. 001 s. 2017

ORIENTATION ON FY 2018 BUDGET PREPARATION

TO: SCHOOLS DIVISION SUPERINTENDENTS
This region

1. Pursuant to DBM National Budget Memorandum No. 127, series 2016, entitled Budget Call for Fiscal Year 2018, an Orientation on FY 2018 Budget Preparation shall be held on February 17, 2017 – 8:30AM at Villa Amor Hotel, City of Koronadal.

2. The objectives of the orientation are as follows:
   a. orient the participants on the details of DBM National Budget Memorandum No. 127, series 2016; 
   b. discuss planning parameters for the proposed programs and projects; and 
   c. discuss Budget Preparation Guidelines, timelines and Forms required.

3. Participants from the schools division offices are the Accountant III, Budget Officer, AO IV – Personnel, GAD focal coordinator and Planning Officer. Likewise the Region Planning and Budget Team composed of identified personnel from the Finance, PPRD and Administrative Services Divisions are directed to attend. Attached is enclosure 1: list of Region Planning and Budget Team for reference.

4. Food and venue of the participants shall be borne by Regional Office MOOE while transportation expenses of the Division participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. For information and compliance

DR. ARTURO E. BAYOCOT, CESO V
OIC-Regional Director
Enclosure 1: List of Planning and Budget Team

Dr. Arturo B. Bayocot, CESO V, OIC-RD - Chairperson
Dr. Evelyn R. Fetalvero, CESO V, OIC-ARD - Asst. Chair

**Members:**

**Finance Division:**
Ma. Lourdes A. Sanchez - Chief
Ma. Jeanette N. Delima - SAO
Noreen Grace Laguting - Budget Officer II
Zenaida Parcon - Budget Officer I

**Policy, Planning, and Research Division**
Glenn A. Bisnar, DM - Chief
Shirley G. Saur - REPS
Kathrine H. Lotilla - PDO IV
Ian Basil J. Castro - RPO
Reynaldo S. Gallardo - EPS I

**Administrative Services Division**
Fatima I. Adza - Chief
Jovel Hunas - Teacher Credential Evaluator
Samsudin Paraid - ADAS VI