



MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

FROM: *for son alvado*
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **SDO BUDGET PREPARATION FY 2017**

DATE: January 22, 2016

Please be informed that the Schools Division Office (SDO) Budget Preparation FY 2017 will be conducted on March 8-9, 2016 at the Library Hub, DepEd Compound Brgy. Luciano, Trece Martires City, Cavite, scheduled as follows:

March 8, 2016	8: a.m. – 12:00 p.m.	Elementary: South and East Cluster
	1:00 p.m. – 5:00 p.m.	Elementary: North and West Cluster
March 9, 2016	8:00 a.m. – 5:00 p.m.	Secondary Schools

You are hereby advised as well to bring with you the following reports:

- School Improvement Plan (SIP)
- Annual Improvement Plan (AIP)
- Gender and Development Plan
- Annual Report
- Report on the Number of School/Teachers/Classrooms/Enrollees.

Attendance is a must.

Widest dissemination of the Memorandum is highly desired.