



Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
DIVISION OF CAVITE  
Trece Martires City



## ADDENDUM/CORRIGENDUM

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  
Municipal GAD Coordinators

FROM: *for em alendo*  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

SUBJECT: **ADDENDUM/CORRIGENDUM TO UNNUMBERED MEMORANDUM  
ENTITLED, "SDO BUDGET PREPARATION FY 2017"**

DATE: March 4, 2016

Please be informed that instead of March 8 – 9, 2016 the SDO Budget Preparation 2017 shall be moved to **March 10-11, 2016** at the same venue, following this schedule:

March 10, 2016	8:00 a.m. – 5:00 p.m.	Secondary Schools
March 11, 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

This shall also be participated by the following:

- Elementary - (1) School Head/TIC/OIC
- Secondary - (1) School Had/TIC/OIC  
(1) School Accountant/ Senior Bookkeeper
- Division - Senior Bookkeeper in-charge per District
- Municipal Gad Coordinator

Widest dissemination of the Memorandum is highly desired.