



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION X**

Regional Office 10-Northern Mindanao, Zone 1, Upper Balulang, Cagayan de Oro City  
Telephone Nos.: (088) 880-7072, 880-7071 Telefax: (08822) 72-26-51  
Website: <http://www.deped.gov.ph/regions/region-x> Email Address: region10@deped.gov.ph



**DepED-X**  
Cagayan de Oro City

December 9, 2019

DEC 16 2019

**REGIONAL MEMORANDUM**

No. 815, s. 2019

**RELEASED**

**REVIEW OF ANNUAL PLAN AND ORIENTATION  
ON THE PREPARATION OF THE 2021 BUDGET PROPOSAL**

To: **Schools Division Superintendents**  
**Assistant Schools Division Superintendents**  
**All Others Concerned**  
*This Region*

1. The Department of Education-Region X, through the Policy, Planning, and Research Division (PPRD), will conduct the Review of Annual Plan and Orientation on the Preparation of the 2021 Budget Proposal at the Department of Education-Region 10 Conference Room, Mastersons Avenue, Zone 1, Upper Balulang, Cagayan de Oro City on January 9, 2019.
2. The activity is aimed at the following:
  - a. Review the annual work plan and adjust activities for FY 2020; and
  - b. Provide guidelines on the policies, processes and timelines to be observed regarding the preparation of the budget proposals for FY 2021.
3. The participants of this activity are enumerated in enclosure 1:
4. Lunch and snacks will be charged to the Regional Office (RO) funds while accommodation, transportation and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

To be indicated in the Perpetual Index under the following subjects:  
REVIEW      BUDGET      PROPOSAL  
PPRD



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**Enclosure 1**

Participants	Number of Participants
<b>Regional Office</b>	<b>5</b>
Chief Education Supervisor-Curriculum and Learning Management Division (CLMD)	1
Chief Education Supervisor-Policy, Planning & Research Division (PPRD)	1
Chief Education Supervisor-Education Support Services Division (ESSD)	1
Regional Planning Officer	1
Regional Engineer	1
<b>Divisional Offices</b>	<b>42</b>
Chief Education Supervisor-Curriculum and Instruction Division (CID)	14
Chief Education Supervisor- School Governance and Operations Division (SGOD)	14
Division Engineers	14
<b>Total Participants</b>	<b>47</b>
<b>Note: No Proxy</b>	