



December 9, 2019

REGIONAL MEMORANDUM

No. 820, s. 2019

DEC 16 2019

RELEASED

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

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

1. The Department of Education (DepEd) Region X, through the Policy, Planning, and Research Division (PPRD), will conduct the **Review of Annual Plan and Orientation to the Preparation of the 2021 Budget Proposal** at the Regional Office (RO) Conference Room, Zone 1, Upper Balulang, Cagayan de Oro City, on January 9, 2020.
2. The activity is aimed at the following:
 - a. Review the annual work plan and adjust the 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 Attachment 1.
4. Lunch and snacks will be charged to the 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



Certificate Number: AJA18-0170

The LEARNER: The heart of DepEd Region X

Attachment to Regional Memorandum No. 820, s. 2019

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