



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Casisang, City of Malaybalay

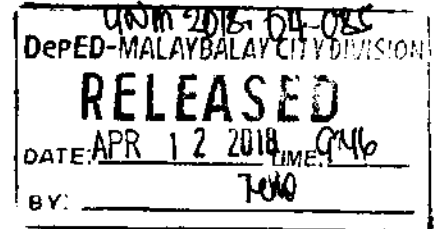


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April 10, 2018

MEMORANDUM

TO: The Administrative Assistant III/Senior Bookkeeper In-Charge
Elementary/Secondary Schools
This Division



Re: **VALIDATION OF SCHOOL OPERATING BUDGET**

1. You are hereby directed to validate the FY 2018 School Operating Budget of your respective schools against your record of their Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) for FY 2018. This applies to all elementary, junior high school and secondary schools in this Division. Should you find this correct as to allocation per National Expenditure Program (NEP) 2018 and the proposed expenditure per object, make sure to indicate your initials below the name of the Budget Officer and return the same to the Budget Section within three (3) days from receipt, otherwise, return the same to the School Head for revision.
2. For information, guidance and compliance.


REBONFAMIL R. BAGUIO
Schools Division Superintendent

Copy furnished: Records Section, Budget Section, Accounting Section
TO BE POSTED IN THE WEBSITE
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