



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION**  
City of Tayabas  
FINANCE SERVICES



**DIVISION MEMORANDUM No. 035**

**TO :** OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
SGOD PERSONNEL, SCHOOL HEADS OF PUBLIC ELEMENTARY AND  
SECONDARY SCHOOLS & FINANCE SERVICES UNIT  
ALL OTHERS CONCERNED

**FROM :** **CATHERINE P. TALAVERA**  
OIC- Schools Division Superintendent

**BY :** **EDWIN PAUL M. NAVARRO**  
OIC-Assistant Schools Division Superintendent

**SUBJECT :** **DIVISION SEMINAR-WORKSHOP ON FY 2019 BUDGET PREPARATION**

**DATE :** FEBRUARY 9, 2018

In compliance with National Budget Memorandum No. 129 and National Budget Circular 573 entitled Budget Call for FY 2019, the Finance Unit, DIVISION OF TAYABAS CITY will conduct a Seminar-Workshop on FY 2019 Budget Preparation in all Public Elementary and Secondary Schools (Non-implementing Units) scheduled to be held on February 14 & 15, 2018 at Nawawalang Paraiso Hotel & Resort.

Participants to the seminar-workshop are the following:

No.	School	School Head	No. of Participants
1.	Alsam Elem. School	Michelle Gabuya	1
2.	Bukal Elem. School	Larvin Labrada	1
3.	Busal Elementary School	Andrian Naynes	1
4.	Dapdap Elem. School	Joy C. Buban	1
5.	Domoit Elem. School	Marinelle Abella	1
6.	East Palale Elem. School	Alona C. Crisanto	1
7.	Froilan E. Lopez ES	Lea A. Cosico	1
8.	Gibanga Elem. School	Waldymar E. Pasacsac	1
9.	Ilasan Elem. School	Patria D. Cabriga	1
10.	Ipilan/Alitao ES	Leonora De Rama	1
11.	Kalumpang ES	Elpidia Palayan	1
12.	Katigan/Alupay ES	Arlene Pagana	1
13.	Lakawan Elem. School	Aldwin Capistrano	1
14.	Lalo Elem. School	Girlye G. Abaricia	1

15.	Lawigue Elem. School	Julieta M. Labita	1
16.	Malaoa-a Elem. School	Myrna B. Tabernilla	1
17.	Masin Elem. School	Honesto P. Caagbay, Jr.	1
18.	Mate Elem. School	Anna Monica Bautista	1
19.	North Palale ES	Teresa E. Andaya	1
20.	Pandakaki ES	Maria Gracia Naynes	1
21.	Potol ES	Luz A. Pacaigue	1
22.	South Palale Elem. School	Melinda Buncayo	1
23.	Tayabas East CS I	Jeric Cabriga Ma. Lina Ayangco	2
24.	Tayabas East CS II	May B. Escorpion	1
25.	Tayabas East CS III	Evelyn Paredes	1
26.	Tayabas West CS I	Dennis O. Labita	1
27.	Tayabas West CS II	Ronan R. Ranillo	1
28.	Tayabas West CS III	Leah C. Clado	1
29.	Tayabas West CS IV	Natalia A. Andaya	1
30.	Valencia Elem. School	Maria Edissa Contreras	1
31.	Wakas Elem. School	Roderick O. Hugo	1
32.	West Palale ES	Rowena O. Sabiduria	1
33.	Rosario Quesada NHS	Mary Grace M. Cabili	1
34.	West Palale NHS	Evelyn R. Palambiano	1
35.	Schools Division Personnel		8
36.	Senior High School	Donnabelle Caagbay Joselito Anareta	2
<b>TOTAL</b>			<b>45PAX</b>

A Registration Fee of Two Thousand Four Hundred Pesos (**PhP. 2, 400.00**) shall be charged each participant to cover food and accommodation. Travel and other incidental expenses are chargeable against MOOE/local funds subject to the usual accounting and auditing rules and regulations.

The activity will start at exactly **8:00 AM on February 14, 2018 (Wednesday)**. Kindly bring your Laptops, Extension Cord, and Budget Preparation Data (*Number of Pupils in the School; Number of Teachers- Plantilla Position; Number of Classrooms and Buildings and Number of Graduating Pupils*) ; APP & PPMP.

Immediate and wide dissemination of this Division Memorandum is encouraged.

Finance Services  
UM-\_/s.2018



**SOAR HIGH! TAYABAS!**  
Email us at: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
Website: [www.depedtayabascity.ph](http://www.depedtayabascity.ph)

tel. no. : (042) 797-0591  
telefax no. : (042) 797- 0054), (042) 797-0773