

Republic of the Philippines DEPARTMENT OF EDUCATION Negros Island Region DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

September 6, 2016

DIVISION MEMORANDUM No. 530; s. 2016

CONFERENCE-WORKSHOP OF SHS ADMINISTRATORS ON THE CRAFTING OF SHS IMPLEMENTATION AND PROCUREMENT PLANS

TO: Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/Districts-In-Charge
Public Secondary School Heads
All Others Concerned

- 1. This office informs the field about the Division Conference-Workshop of SHS Administrators on the Crafting of SHS Implementation and Procurement Plans on Friday, September 9, 2016 @ 8:00 a.m., at Miss Anns Foodtown, Bantayan, Dumaguete City.
- 2. This conference-workshop intends to craft SHS Implementation and Procurement Plans and to prepare Purchase Request for the use of Senior High School learners.
- 3. School Heads are requested to prepare or fill-up the enclosed template before coming to the conference.
- 4. A registration fee of Two Hundred Pesos (PhP 200.00) shall be charged to each participant which will be automatically deducted from their school MOOE to defray meals and snacks. The Implementing Unit schools will pay the said amount during registration.
- 5. Registration, traveling and other incidental expenses incurred by the participants are chargeable against Senior High School MOOE, and other funds subject to the usual accounting and auditing rules and regulations.
- 6. For your information and widest dissemination.

LELANIE T CABRERA, CESE

Assistant Schools Division Superintendent

Officer-In-Charge 4

LTC/raj



Republic of the Philippines Negros Island Region DIVISION OF NEGROS ORIENTAL DEPARTMENT OF EDUCATION

Capitol Area, Dumaguete City

SHS IMPLEMENTATION PLAN

School:			F.Y. 2016				
Source of Fund: MOOE				Appropriation:			ı
PRIORITY					NOS	SOURCE OF FUNDS	NDS
IMPROVEMENT	OBJECTIVES	PROGRAMS/PROJECTS/	RESOURCE REQUIREMENT	PROCUREMENT METHOD	NOO!	1337 C	OTHER
AREAS		ACTIVITIES			Č	į	FUNDS
		SCHOOL-BASED TRAINING					
		OFFICIAL SCHOOL MEETINGS					
		CONTINUOUS IMPROVEMENT					
		SUPPLIES AND OTHER					
		CONSUMABLES FOR					
		TEACHERS AND STUDENTS					
		REPRODUCTION OF					
		SMALL CAPITAL EXPENDITURE					
	THE PROPERTY OF THE PROPERTY O						
		OTHERS					
Prepared by:		Recommended by:	Approved by:				

Principal

Recommended by:

Approved by:

District Supervisor

Officer-In-Charge

Assistant Schools Division Superintendent

LELANIE T. CABRERA, CESE



Republic of the Philippines

DEPARTMENT OF EDUCATION **Negros Island Region** DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

Source of Fund: MOOE

School:

PROJECT PROCUREMENT MANAGEMENT PLAN

F.Y. 2016

Fund Project: MOOE

Prepared by: TOTAL BUDGET AMOUNT Ref. Item Description Contract Package (Measurement) Uniŧ ξ Recommended by: Unit Cost АВС Procurement Method Quarter 1 Amount Approved by: Qty Quarter 2 Breakdown of Cost by Quarter Amount Appropriation: δ Quarter 3 Amount Ş Quarter 4 Amount

Principal

District Supervisor

Officer-In-Charge

Assistant Schools Division Superintendent

LELANIE T. CABRERA, CESE

NGAS - New Government Accounting Section



PURCHASE REQUEST

<u>DEPARTMENT OF EDUCATION, Division of Negros Oriental</u>
(Agency)

		PR No:		Date:				
Department:		SAI:		Date:				
Section:		ALOBS No:		Date:				
Qty.	Unit of Issue	ltem Description	STOCK NO.	TT=ta etc. a	Estimated			
	15546		NO.	Unit Cost	Cost			
	 		 					
			 					
					-			
			<u> </u>					
			{-		<u>-</u>			
-			 		<u> </u>			
				·				
			 					
	, , , , , , , , , , , , , , , , , , , ,							
					-			
								
-			 	-				
			 		<u>-</u>			
			 		<u>- i</u> - i			
			 		-			
			<u>_</u>					
			 		<u> </u>			
			 -					
·			 					
								
					*			
			<u> </u>					
			 					
			 					
		MA. JENNIFER P. PIODOS	 		<u> </u>			
			 					
<u> </u>	<u>_</u> _	Chief Accountant	<u> </u>					
Purpose: For use in Sta, Catalina National High School								
		Requested by:	Approved by:					
Signature:			<u></u>	<u></u>				
Printed Name:								
Designation:		Supply Officer	Principal I					