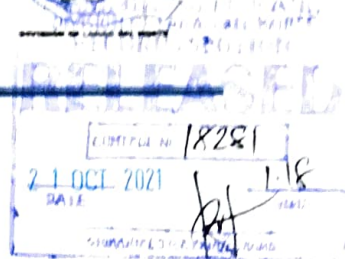




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANAO DEL NORTE
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Pigcarangan, Tubod Lanao del Norte
(063)227 – 6633, (063)341 – 5109
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DIVISION MEMORANDUM

NO.: 524, S. 2021

**TO: ALL ELEMENTARY SCHOOL HEADS
ALL SECONDARY SCHOOL HEADS
ADMINISTRATIVE OFFICERS II, Handling Schools
BOOKKEEPERS, Handling Schools
This Division**

FROM: EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

DATE: October 19, 2021

SUBJECT: CONDUCT OF SCHOOL BUDGET CONSULTATION

To determine the items for inclusion in your school budget in connection with the Budget Execution Documents (BEDs) Fiscal Year (FY) 2022, you are hereby directed to conduct a ***School Budget Consultation*** with your bookkeepers and teachers. This is done to properly allocate the Maintenance and Other Operating Expenses (MOOE) based on the needs of the teachers, the classrooms and the school. Every school head is expected to submit to their respective Administrative Officers the signed and printed output of the School Budget Consultation using the template provided, with documentation. The deadline is on November 24, 2021.

For strict compliance.