



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Merateo Avenue, Pasig, Metro Manila

OFFICE OF THE SECRETARY

15 January 1997

DECS MEMORANDUM
No 68 1997

To Bureau/Cultural Agency Directors
Regional Directors
Schools Superintendents
Voc School Supt /Administrators

**STRENGTHENING PLANNING, PROGRAMMING
AND BUDGETING PROCESS IN THE DECS**

- 1 In response to the identified need to strengthen the planning programming and budgeting capabilities of planning and finance/budget officers of the Department at all levels, the Planning and Programming Division, Office of Planning Service and the Budget Division have prepared a schedule of activities for observance of all concerned personnel
- 2 Regular activities to be undertaken
 - a Conduct national quarterly workshop/meeting of regional and cultural agencies planning and finance officers to discuss issues/prepare needed documents related to their functions duties and responsibilities and to upgrade their capabilities as planning/finance officer to be scheduled by the DECS CO
 - b Regional quarterly meeting/workshop of planning and finance officers to discuss job related issues and prepare needed reports/documents/requirements of their respective offices to be scheduled by the Regional Director
- 3 The division offices and cultural agencies should designate their planning officer who shall take charge of generating data and information, prepare the division/agency annual plan and annual report, and perform related functions The finance officer should take charge, among others in costing the data prepared by the planning officer for budgetary purposes
- 4 Traveling and other expenses related to the attendance of meetings and conferences shall be charged to local funds, subject to the usual accounting and auditing rules and regulations
- 5 Immediate dissemination of this Memorandum to all concerned is expected

Reference None
Allotment 1-2-3--(MO 1-87)
To be indicated in the Perpetual Index
under the following subjects

CONFERENCES
OFFICIALS
REPORTS
WORKSHOPS


RICARDO T GLORIA
Secretary