



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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Memorandum

To: All Line Department and Agency Heads

From: Acting Director, Bureau of Budget and Management Research

Subject: FY 2016 Budget Meetings

Please be advised that the Bureau will be conducting budget meetings beginning the week of April 13, 2015 with all line departments and agencies relative to their respective Fiscal Year 2016 budget request. Department Directors, Administrative Services Officer, and other representatives, who are directly involved in the preparation of their departmental budget document are requested to attend their respective budget meeting to be held at the Bureau.

Your department/agency will be contacted on the scheduled meeting date and time.

Your usual cooperation is appreciated.


JOSE S. CALVO