



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 19, 2022

DIVISION MEMORANDUM

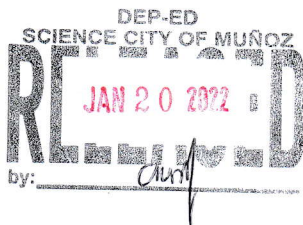
No. 49 , s. 2022

PREPARATION AND SUBMISSION OF FY 2023 BUDGET PROPOSALS

To: All Concerned Personnel

1. Pursuant to DepEd Regional Memorandum No. 039, s. 2022, dated January 18, 2022 re: Preparation and Submission of FY 2023 Budget Proposals, the deadline of submission of BP Forms in soft and hard copy is on or before January 28, 2022.
2. The Regional Memo and BP Forms Template are enclosed in this memorandum.
3. For information, feel free to contact Minda V. Mangalindan, Administrative Officer V at Cellphone Number 0917-130-6374 or at email address minda.mangalindan@deped.gov.ph.
4. For compliance.

DANTE G. PARUNGAO, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent



BUDGET/MVM2022



Loyal, Excellent, Accountable and Dedicated to Service

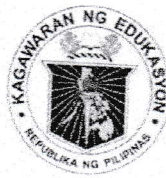
Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15

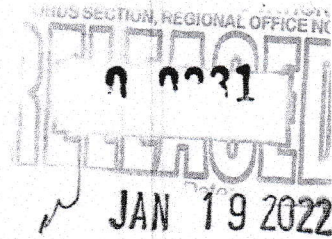


Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

January 18, 2022

REGIONAL MEMORANDUM

No. 039, s. 2022



**TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL FUNCTIONAL DIVISION CHIEFS
OTHERS CONCERNED**

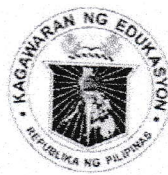
PREPARATION AND SUBMISSION OF FY 2023 BUDGET PROPOSALS

1. Relative to the preparation of the FY 2023 Budget Proposals as called for under National Budget Memorandum No. 142 dated January 12, 2022, a Two-Tier Budgeting Approach (2TBA), the following shall be observed:
 - 1.1. The Personnel Services (PS) requirements shall be computed at the Regional Office (RO) Finance Division in coordination with the Personnel Section and the Planning, Policy and Research Division (PPRD);
 - 1.2. The MOOE requirements shall be computed at the RO Finance Division in coordination with the PPRD using the parameters to be cascaded by the Central Office;
 - 1.3. The following Division-consolidated proposals shall be provided by the Schools Division Offices (SDOs):
 - 1.3.1 Consistent with the Devolution Transition Plan, requirements for the construction of classrooms, laboratory buildings, school furniture (students table and chair sets and teachers' table and chair sets classified into 1st to 6th class municipality using the eBEIS databases and PPRD Templates;
 - 1.3.2 Need for new teacher positions, and textbooks and teacher's manual also using the eBEIS/LIS databases and PPRD – Templates;
 - 1.3.2 Priority List of Classrooms/School buildings Needing Repair;
 - 1.3.3 Requirements for the Rehabilitation of Gabaldon School buildings and the Last Mile Schools;
 - 1.3.4 Requirements for the Electrification Project;
 - 1.3.5 Replacement of School Furniture;



Address: Matalino St., D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89 • **Email Address:** region3@deped.gov.ph





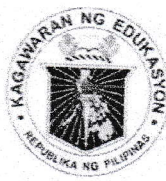
Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

- 1.3.6 Requirements for School Site Surveying and Titting
 - 1.3.7 School-Based Feeding Program;
 - 1.3.8 List of Retirees (**BP Form 205**);
 - 1.3.9 Staffing Summary of Non-Permanent Positions (**BP Form 204**) Casual Employees and Substitute Teachers chargeable against PS;
 - 1.3.10 Updated List of Teachers, ALS Coordinators and Multi-grade Teachers entitled to Special Hardship Allowance in pursuant to Joint DBM-DepEd No. 1, s. 2021;
 - 1.3.11 List of ERFs/MT and Reclassification of Positions for implementation in FY 2023;
 - 1.3.12 Updated List of Public Health Workers entitled to Subsistence and Laundry Allowance and Hazard Allowance;
 - 1.3.13 Summary List of Equipment Needed (Proposals for Equipment Outlay shall be supported with Report of Inventory of Equipment);
 - 1.3.14 Proposed Non-teaching positions (Administrative positions).
- 1.4 Requirements for Learning Tools and Equipment (c/o CLMD).
 - 1.5 Requirements for Computerization Program (c/o ICTU).
 - 1.6 Regional Proposals for the implementation of the Curriculum Management and the following Special Programs (c/o CLMD):
 - 1.6.1 Early Language Literacy and Numeracy;
 - 1.6.2 Multi-grade Education Program;
 - 1.6.3 Indigenous Peoples Education Program (IPED);
 - 1.6.4 Flexible Learning Options (FLO);
 - 1.6.5 Madrasah Education Program (MEP);
 - 1.6.6 Special Education Program (SPED)
2. Proposals for items 1.3.1 to 1.3.7 shall be submitted in coordination with the ESSD and PPRD.
 3. Schools Division Superintendents are enjoined to direct those in-charge of updating the web-based databases, namely PSipop, eBEIS/LIS to regularly upload updates for our Region to obtain the relevant and optimum share in the National Budget.
 4. All reports should be submitted in soft and hard copy to Finance Division, this Office on or before February 4, 2022.
 5. Report Formats to be used are attached to this Memorandum.



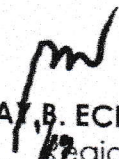
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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

6. For your information, guidance and compliance.


MAY B. ECLAR, PhD, CESO III
Regional Director

Fin1/fn/bs1

Reference:

National Budget Memorandum No. 142 dated January 12, 2022

To be included in the PERPETUAL INDEX under the following subjects:

BUDGET
MEMORANDUM



Address: Matalino St., D.M. Government Center, Maimpis, City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89 • **Email Address:** region3@deped.gov.ph



Certificate No. AJA17-0077

**BP FORM 204
STAFFING SUMMARY OF NON-PERMANENT POSITIONS**

Department: _____		Agency: _____		Year: _____		Classification: _____															
PAP Attribution	Organizational Unit	Position Title	No. of Positions	No. of Months Employed per Position	Total No. of Months Employed	Salary Grade	Total Salary Based on Months Employed	PERA	HIC	PAG-IBIG	ECIP	RLIP	MYB	YEB	UICA	PEI	Cash Gift	RATA	Total Other Compensation	Total Compensation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	
GRAND TOTAL:																					
Prepared By: _____												Approved By: _____									
Personnel Officer												Head of Office/Agency									
Date: _____												Day/Month/Year									

SUMMARY OF POSITIONS	
Classification (22)	No. of Positions (23)
Casual	
Contractual	
Part-time	
Substitute	
TOTAL	

**BP FORM 205
LIST OF RETIREES
FOR PAYMENT OF TERMINAL LEAVE AND RETIREMENT GRATUITY BENEFITS
FY 2022**

DEPARTMENT:		AGENCY:		<input type="checkbox"/> Mandatory <input type="checkbox"/> Optional						
NAMES OF RETIREES AND RETIREMENT LAW	Position at Ret. Date	Date (Mo/Day/Year)			Highest Monthly Salary (Per NOSA)	TERMINAL LEAVE		RETIREMENT GRATUITY		
		(1)	(2)	Birth (3)		Orig. Appt. (4)	Ret. (5)	VL (7)	SL (8)	Amount (9)
For GSIS Members:										
I. Under RA No. 1616										
II. Other Retirement Laws (pls. specify, e.g. RA 8291)										
Sub-Total										
For Non-GSIS Members: (e.g. Military/Uniformed)										
Retirement Laws (pls. specify)										
Sub-Total										
TOTAL										
PREPARED BY:					APPROVED BY:			DATE:		
PERSONNEL OFFICER					HEAD OF OFFICE/AGENCY			DAY/MON/YR		

BP FORM 201 - SCHEDULE D
SUMMARY OF REQUIREMENTS FOR EQUIPMENT OUTLAY
IN THOUSAND PESOS
 FY 2023

DEPARTMENT: DEPARTMENT OF EDUCATION - REGION III	APPROPRIATION SOURCE:	YEAR:
DIVISION OF: _____		2021 ACTUAL OBLIGATIONS
		2022 CURRENT PROGRAM
		2023 TOTAL PROPOSED PROGRAM
		TIER 1
		TIER 2

SCHOOL/DISTRICT	OFFICE EQUIPMENT, FURNITURE AND FIXTURES						MACHINERY AND OTHER EQUIPMENT										TOTAL AMOUNT						
	IRCONDTIONING UNIT QNTY.	AMOUNT	DUPLICATING MACHINE QNTY.	AMOUNT	AUDIO-VIDEO EQUIPMENT QNTY.	AMOUNT	Lawn mower, grass cutter & Janitorial equipment QNTY.	AMOUNT	COMMUNICATION EQUIPMENT QNTY.	AMOUNT	FURNITURE AND FIXTURES QNTY.	AMOUNT	GENERATING SET QNTY.	AMOUNT	Transformer/Solar equipment/Security equipment QNTY.	AMOUNT		SCIENCE & MATH EQUIPMENT QNTY.	AMOUNT	Tech/Voc & Livelihood EQUIPMENT QNTY.	AMOUNT	I.C.T. EQUIPMENT QNTY.	AMOUNT
GENERAL ADMINISTRATION AND SUPPORT:																							
DIVISION OFFICE PROPER																							
KINDER TO GRADE 6	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0
<i>SPECIFY THE DISTRICT</i>																							
OPERATIONS:																							
JUNIOR HIGH SCHOOL	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0
SENIOR HIGH SCHOOL	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0
<i>SPECIFY THE SENIOR HIGH SCHOOLS INCLUDING FISCAL AUTONOMOUS SCHOOLS WITH SENIOR HIGH SCHOOLS</i>																							
TOTAL	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0

PREPARED BY: _____ SUBMITTED BY/REVIEWED: _____ NOTED BY: _____ DATE: _____

SUPPLY OFFICER _____ BUDGET OFFICER _____ SCHOOLS DIVISION SUPERINTENDENT _____