



Republic of the Philippines
Department of Education
CARAGA REGION



January 26, 2023

REGIONAL MEMORANDUM
No. 0080, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHER CONCERNED
This Region

PROVISION OF TECHNICAL ASSISTANCE ON THE PREPARATION OF THE FY
2024 DIVISION CONSOLIDATED BUDGET PROPOSAL TO THE
12 DIVISION OFFICES

- Pursuant to the National Budget Memorandum No.145 dated January 12, 2023, the National Budget Call for FY 2024 "Policy Guidelines and Procedures in the Preparation of the FY 2024 Budget Proposal, a Technical Assistance on the Preparation of the FY 2024 Division Consolidated Budget Proposal will be conducted with the 12 Division Offices in 2 batches, in conformity to the continuing transition towards the Annual Cash Budgeting System (CBS), as well as the Consolidation of National Government Funds to the Treasury Single Account (TSA), the Two-Tier Budget Approach (2TBA), Program Expenditure Classification (PREXC) approach to support the Agenda 2030 and Sustainable Development Goals – SDG #4 and operationalize the goals and strategies and priorities as embodied in the Philippine Development Plan and the Public Investment Program for the period 2023-2030, regional trusts and Gender Development (GAD).
- Due to the urgency of submitting the FY 2024 DepEd Caraga Consolidated Budget Proposal on February 17, 2023 to the Regional Development Council/NEDA, the Division, schedule, number of participants and facilitators are shown below:

Division	Date	Time	Division participants	RO Facilitator
Batch 1				
1 Bayugan City	Feb. 7, 2023	8:00-11:00am	Schools Division Superintendent/Assistant Schools Division Superintendent, Budget Officer, Accountant, Planning Officer, HRMO, SGOD Chief, CID Chief, Engineer, GAD Focal, Budget staff	Finance Division: F. Alegado, E. Navarro, N. Plazon, L. Abucay, E. Cabaraban, R. Daniel, J. Morillo, A. Berida PPRD: V. Nuñez, G. Aspe ESSD: A. Castaños Personnel: S. Puyo
2 Bislig City		2:00-5:00pm		
3 Agusan del Sur	Feb. 8, 2023	9:00-12:00nn		
4 Surigao del Sur	Feb. 9, 2023	9:00-12:00nn		
5 Tandag City	Feb. 10, 2023	9:00-12:00nn		
Batch 2				
6 Surigao City	Feb. 14, 2023	8:00-11:00am	Schools Division Superintendent/Assistant Schools Division Superintendent, Budget Officer, Accountant, Planning Officer, HRMO, SGOD Chief, CID Chief, Engineer, GAD Focal, Budget staff	Finance Division: F. Alegado, E. Navarro, N. Plazon, E. Buo, E. Cabaraban, J. Tatad, C. Manlangit, A. Berida PPRD: V. Nuñez, D. Monton ESSD: A. Castaños Personnel: S. Puyo
7 Dinagat Island		2:00-5:00pm		
8 Surigao del Norte	Feb. 15, 2023	8:00-11:00am		
9 Siargao		2:00-5:00pm		
10 Agusan del Norte	Feb. 16, 2023	8:00-11:00am		
11 Cabadbaran City		2:00-5:00pm		
12 Butuan City	Feb. 17, 2023	2:00-5:00pm		



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



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2. Technical Assistance will be provided by the Regional Composite Teams of PPRD, FD, ESSD and ASD during Division Workshop on the Preparation of FY 2024 Budget Proposal.

3.A. Templates in Power point are emailed by PPRD to the 12 Division Planning Officers and to be accomplished for the Virtual Presentation:

- 3.A.1 Division Profile to be accomplished by ICT/Planning Officer;
- 3.A.2 Learners in Basic Education SY 2018-19, SY 2019-20, SY 2020-21 by ICT/Planning Officer;
- 3.A.3 Division's Workforce as of December 31, 2022 PSIPOP by HRMO;
- 3.A.4 Proposed Programs, Projects and Activities for 2024 by Division Offices/Legislative Districts by Planning Officer and Budget Officer;
- 3.A.5 Summary of Elementary School Teacher Needs SY 2020-2021 by Planning Officer;
- 3.A.6 Summary of Junior High and Senior High School Teachers Need SY 2020-2021 by Planning Officer;
- 3.A.7 Summary of Elementary, Junior High and Senior High Classroom and Furniture Needs SY 2020-21 by Planning Officer/Engineer;
- 3.B.1 BP 205 – List of Mandatory and Optional Retirees by HRMO

3.B Budgetary Forms to be accomplished and resource materials to be used during the Division Workshop on FY 2024 Budget Proposals Preparation. Soft copies of these BP forms are emailed to 12 Budget Officers by BO III Noime Plazon.

To be accomplished by Budget Officers:

- 3.B.1 BP 201-Summary of Obligation and Proposed Programs;
- 3.B.2 BP 201-A-Obligations for PS;
- 3.B.3 BP 201-B-Obligations for MOOE;
- 3.B.4. BP 201-D- Obligations for CO;

To be accomplished by HRMO:

- 3.B.5 BP 204-Staffing Summary for Non-Permanent Positions;
- 3.B.6 BP 205-List of Retirees;

To be accomplished by GAD Focal Person:

- 3.B.7 GAD FY 2022 Accomplishment Report
- 3.B.8 GAD Plan and Budget FY 2024

3. All Budgetary accomplished forms will be submitted on or before February 10, 2023 (for the Divisions of Bayugan City, Bislig City, Agusan del Sur, Surigao del Sur and Tandag City) and February 16, 2023 (for the Divisions of Surigao City, Dinagat Island, Surigao del Norte, Siargao, Agusan del Norte and Cabadbaran City) at the Finance Division, DepEd RO XIII. *(Attention Fe L. Alegado-Chief, Finance Division and Sheryl R. Puyo-HRMO, Admin. Division)*

4. Immediate dissemination of this memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: List of Reports

Reference: DBM letter dated January 26, 2023

To be indicated in the Perpetual Index
under the following subjects:

BUDGET PROPOSAL

DIVISION CONSOLIDATED

VIRTUAL PRESENTATION

FD/atb
01/26/2023