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Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent

February 5, 2021

Division Memorandum

No. 27, s. 2021

BUDGET PROPOSAL PREPARATION FOR 2022

To: HRMO
 AO V - Admin
 AO V - Budget
 ACCOUNTANT III
 ENGINEER III
 PLANNING OFFICER III

1. This is to inform all concerned that there will be a budget proposal preparation activity on February 10-12, 2021 to be held at the conference hall from 8:00-5:00PM. The activity shall
2. Below are the details of the 3-day activity.

Day 1	TIMELINE
Complete Staff Work	8:10-12:00 Noon
Presentation of Data	1:00-5:00
HRMO: -Salary of filled positions reported in the GMIS as of December 31,2020 -Step Increments by 2022 -Standard Allowances -Other Allowances	1:10-2:10
AO V-Admin: -ERF -Reclassification -Hazard Pay -Special Hardship Allowance -Compulsory and Optional Retirees -Non-permanent positions if there are	2:11-3:11





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Engineer: Classroom Needs, Furniture Needs	3:12-4:12
Further Discussions/Clarifications	4:13-5:00
Day 2	
Budgeting requirements and computation	1:00-3:00
Consolidation of computed budgetary requirements	3:00-5:00 Tentative Budget Matrix by Budget Officer
Day 3	
Finalization of Budget Proposal	8:00-10:00 Output: Tentative Budget Proposal 2022 by Budget officer concurred with SDS
Presentation to CSOs by the SDS	10:01-12:00
Re-adjustment of Budget Requirements based on panel recommendations	1:00-5:00 Output: Submitted the 2022 Budget Proposal to Regional Office through Courier

3. Please take note that data requirements should be made available on said dates for a better flow of the activity
4. The secretariat for this activity will be Ms. Jessica Polig and Jacob Bagtang.
5. For information and guidance.

IRENE S. ANGWAY PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge,
Office of the Schools Division Superintendent



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b. MOOE

TIER 1	TIER 2
Funding requirements to implement ongoing P/A/Ps;	Funding requirements to cover new or expanded existing P/A/Ps;
Budget requirements for regular periodic activities or programs;	MOOE costs to implement approved major changes in the organization or structure of an agency;
Resources for existing or ongoing initiatives in the ISO 9001:2015 QMS certification	
Other budgetary items which are not provided in the FY 2021 NEP: <i>Reasonable costs for operation of newly completed facilities as of December 2020; and Office accommodation and equipment costs for newly-approved filled positions</i>	

c. Capital Outlay

TIER 1	TIER 2
Cost of ongoing infrastructure and other capital projects that have been approved in previous years;	Proposed new infrastructure projects included in the approved FYs 2022-2024 TRIP;
Replacement of motor vehicles for the same purpose and/or intended user that will reach their end-of-productive/ useful/economic life by FY 2022	Other proposed new and expanded capital outlays that are non-infrastructure in nature, which are implementation-ready
Basic CO requirements of newly completed facilities and newly approved filled positions as of December 31, 2020 but not provided in the FY 2021 budget.	