



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
FEB 04 2022
DEPED-ABRA TIME 10:06

February 3, 2022

DIVISION MEMORANDUM NO. D27

ORIENTATION-WORKSHOP ON THE PREPARATION OF FY 2023 BUDGET PROPOSAL

To: All concerned personnel

1. The Orientation-Workshop on the Preparation of FY 2023 Budget Proposal is scheduled on February 9-11, 2022. Venue will be held at the 3rd Floor Conference Hall, Division Office of Abra.
2. The three (3) day Orientation-Workshop aims to:
 - a. Provide the guidelines and procedures in the preparation of the 2023 budget proposal.
 - b. Facilitate the preparation, review, and submission of accurate and timely budget proposal FY 2023 of SDO-Abra.
 - c. Prepare the division wide 2023 Budget Proposal under Tier 1 and Tier 2.
 - d. Address other related issues and concerns.
3. Participants to the seminar-workshop are the following:
 1. Benilda M. Daytaca – SDS
 2. Samuel T. Egsaen Jr. – ASDS
 3. Hedwig M. Belmes – CID Chief
 4. Lemuel B. Dickson – SGOD Chief
 5. Elmer V. Batondo – Budget Officer III
 6. Janet B. Pascua – Administrative Officer V (Admin)
 7. Celia S. Bolante – Accountant III
 8. Meldie M. Damian – Planning Officer III
 9. Gemma B. Cabutaje – Administrative Officer IV (Admin)
 10. Merly B. Bargas – Administrative Officer IV (Supply)
 11. Engr. Jolly Dacuyan – Engineer
 12. Rolly Joy Barril – Administrative Officer II
 13. Janine Erika Belisarion – Administrative Assistant III (Admin)
4. Expenses for the orientation-workshop will be charged against local funds subject to accounting and auditing rules and regulations.

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5. All participants are required to strictly comply with the submission of complete budget proposals on or before February 11, 2022 at 2:00 PM (See Enclosure 2)
6. Program of activities is attached as Enclosure 1 of this memorandum.
7. Immediate and wide dissemination of this memorandum is desired.


BENILDA L. DAYTAGA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



Jacket or abel blazer

OSDS/BUD/IMNAR/DM-ORIENTATION-WORKSHOP ON THE PREPARATION OF FY 2023 BUDGET PROPOSAL

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Enclosure 1

DATE AND TIME	TOPIC/ACTIVITY	RESOURCE PERSON / IN-CHARGE
February 9, 2022 8:00am-8:30am	Registration of Participants	Rolly Joy R.J. C. Barril
8:31am-9:00am	Preliminaries: Singing of National Anthem; Prayer and Acknowledgement of Participants	Janine Erika Belisario
9:01am – 12:00 NN	Presentation on the guidelines and procedures in the preparation of FY 2023 budget proposal Discussion	Elmer V. Batondo <i>Budget Officer III</i>
12:01 NN– 1:00 PM	LUNCH BREAK	
1:01pm – 5:00 pm	Discussion Workshop Proper	All participants
February 10, 2022		
8:00am– 5:00 pm	Discussion Workshop Proper	All participants
February 11, 2022		
8:00am– 2:00 pm	Discussion Workshop Proper	All participants
2:01pm-3:45pm	Submission of complete and accurate budget proposal reports Distribution of Certificate of Appearance	Rolly Joy Barril
3:46pm-4:45pm	MESSAGE	Benilda M. Daytaca EdD, CESO VI OIC-SDS
4:46pm-5:00pm	CLOSING REMARKS	Celia S. Bolante <i>Accountant III</i>

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Enclosure 2

List of Reports to be submitted:

1. BP Forms 201-A, 201-B, 201-D (both for Tier 1 and 2) and BP 201 (Summary of Proposed Programs and Projects)
2. Number of Teacher, classrooms, and furniture needs
3. List of teachers and personnel entitled to Special Hardship Allowance (with computation)
4. List of teachers whose positions are to be reclassified through:
 - a. Equivalent Records Forms (ERF);
 - b. Conversion to Master Teacher (MT) positions; and
 - c. Personnel whose positions are to be reclassified (with computation)
5. List and the corresponding amount for compulsory and optional retirees
6. Staffing Summary of Non-Permanent Positions (BP 204-Casual and Substitute Personnel)
7. Justification for Tier 2 proposals pursuant to NCC 142; and
8. Other documents to support the Divisions' 2023 Budget Proposal

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