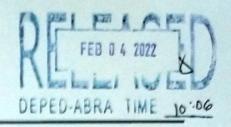


Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA



February 3, 2022

DIVISION MEMORANDUM NO. D27

ORIENTATION-WORKSHOP ON THE PREPARATION OF FY 2023 BUDGET PROPOSAL

To: All concerned personnel

- 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.
- The three (3) day Orientation-Workshop aims to:
 - a. Provide the guidelines and procedures in the preparation of the 2023 budget proposal.
 - 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:
 - Benilda M. Daytaca SDS
 - 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)
 - Celia S. Bolante Accountant III
 - Meldie M. Damian Planning Officer III
 - 9. Gemma B. Cabutaje Administrative Officer IV (Admin)
 - 10. Merly B. Bargas Administrative Officer IV (Supply)
 - Engr. Jolly Dacuyan Engineer
 - 12. Rolly Joy Barril Administrative Officer II
 - 13. Janine Erika Belisarion Administrative Assistant III (Admin)
- Expenses for the orientation-workshop will be charged against local funds subject to accounting and auditing
 rules and regulations.

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Address: Telephone No Actividad-Economia St., Zone 2, Bangued, Abra

Telephone No.: (074)614-6918

Website: e-mail: http://www.depedabra.com abra@deped.gov.ph I Net





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- All participants are required to strictly comply with the submission of complete budget proposals on or before Fabruary.
 2022 H 2 DD PM (See Endeaure 2)
- Pergram of activities is attached as Enclosure 1 of this memorandum.

7. Immediate and wide dissemination of this memorandum is desired.

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

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Bracket on abol blazer

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

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Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Enclosure 1

DATE AND TIME	TOPIC/ACTIVITY	RESOURCE PERSON / IN-CHARGE
February 9, 2022 8:00am-8:30am	Registration of Participants	Rolly Joy RJ 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 Budget Officer III
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 O/C-SDS
4:46pm-5:00pm	CLOSING REMARKS	Celia S. Bolante Accountant III

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

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