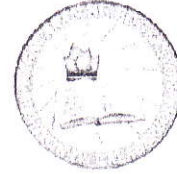




Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal
Email: deped_ro4a@yahoo.com Fax: (02)682-2114



MEMORANDUM

FOR: **SCHOOLS DIVISION SUPERINTENDENTS
HEADS, ELEMENTARY SCHOOLS AND SECONDARY SCHOOLS**

FROM: **DIOSDADO M. SAN ANTONIO**
Director IV

SUBJECT: **CONDUCT OF FY 2016 BUDGET PREPARATION AND FY 2015 GUIDELINES ON THE
RELEASE OF FUNDS**

DATE: **February 18, 2015**

In compliance with FY 2016 Budget Call and NBM Circular Letter No. 556 dated January 5, 2015, the Budget and Finance Division, RO IV-A (CALABARZON) and the Department of Budget and Management (DBM, IV-A) will conduct the FY 2016 Budget Preparation and FY 2015 Guidelines on the Release of Funds in all Schools Division Offices (Elementary and Secondary Schools) to be held on *March 3-5; 9-11; 12-14; 17-20 and 23-26, 2015*. The Mother Division for each Cluster will take charge in determining the 'Venue' based on the number of participants for each school division and will inform the Regional Office.

The objectives of the workshop are as follows: 1) To orient operating units on the 2-Tier Budgeting Approach (TBA) and Results-Based Monitoring and Evaluation (M & E) System in the resource allocation; 2) To provide policies, rules and regulations on the implementation of the FY 2015 Budget; 3) To prescribe the procedural guidelines on the release and utilization of funds for FY 2015; and 4) To reiterate/prescribe guidelines in the monitoring of releases and agency performance relative to the Performance Informed Budgeting (PIB).

Participants to the workshop are the following with the *Schedule of Clustering of School Division Participants* (Annex A) copy attached based on the number of schools:

Division Offices

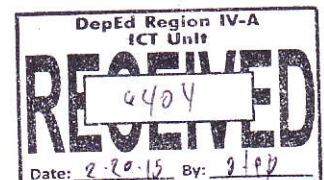
- a) SDS's/ASDS's
- b) Division Accountant
- c) Division Administrative Officers
- d) Division HRMO's
- e) Division Planning Officer

Schools

- a) School Head
- b) School Administrative Officer (IU's)
- c) Accountant/Senior Bookkeeper (IU's)
- d) Senior Bookkeeper (Non-IU's E and S)

A Registration Fee of **P1,200.00** shall be charged each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. You will be guided by the number of days for each cluster for the registration fee of each participant. Send your confirmation of attendance to the Host Division cc.: RO (Budget and Finance Division c/o Ms. Analyn Simbul).

Please be guided accordingly



CONDUCT OF FY 2016 BUDGET PREPARATION AND FY 2015 GUIDELINES ON THE RELEASE OF FUNDS
SCHEDULE OF CLUSTERING OF PARTICIPANTS

Cluster	School Division Offices	Date	Concerned Participants	No. of Days
I	Host: DIVISION OF RIZAL			
	Rizal and Antipolo City	March 3-5, 2015	March 3-5, 2015 (Division Office)	3 Days (P3,600.00)
			March 3 (Elem. Schools)	1 Day (P1,200.00)
			March 4-5 (Sec. Schools)	2 Days (P2,400.00)
II	Host: DIVISION OF LAGUNA			
	Laguna, Calamba City, San Pablo City and Santa Rosa City	March 9-11, 2015	March 9-11, 2015 (Division Office)	3 Days (P3,600.00)
			March 9 (Elem. Schools)	1 Day (P1,200.00)
			March 10-11 (Sec. Schools)	2 Days (P2,400.00)
III	Host: DIVISION OF CAVITE			
	Cavite, Cavite City, Dasmariñas City, Imus City and Bacoor City	March 12-14, 2015	March 12-14, 2015 (Division Office)	3 Days (P3,600.00)
			March 12 (Elem. Schools)	1 Day (P1,200.00)
			March 13-14 (Sec. Schools)	2 Days (P2,400.00)
IV	Host: DIVISION OF BATANGAS			
	Batangas, Batangas City, Lipa City and Tanauan City	March 17-20, 2015	March 17-20, 2015 (Division Office)	3 Days (P3,600.00)
			March 17-18 (Elem. Schools) - 2 Batches	2 Days (P2,400.00)
			March 19-20 (Sec. Schools)	2 Days (P2,400.00)
V	Host: DIVISION OF QUEZON			
	Quezon, Lucena City and Tayabas City	March 23-26, 2015	March 23-26, 2015 (Division Office)	3 Days (P3,600.00)
			March 23-24 (Elem. Schools) - 2 Batches	2 Days (P2,400.00)
			March 25-26 (Sec. Schools)	2 Days (P2,400.00)

Aside from the Equipment (Laptops, Printer, Extension Cord and Pocket Wifi), please bring with you the following documents (Soft and Hard (if necessary) copies):

- 1) FY 2014 Plantilla (As of December 31, 2014)
- 2) Data on Enrollment - By School (Actual and Projection)
 - 2.1. Actual Enrollment SY 2014-2015 (E and S)
 - 2.2. Projection SY 2015-2016 (E and S)
 - 2.3. Projection SY 2016-2017 (E and S)
- 3) Number of Graduates (E and S)
- 4) Number of Teachers and MT's (Summary By School) - (E and S) - SY 2014-2015
- 5) Number of Classrooms (E and S) - SY 2014-2015