



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
 Gate 2, Karangalan Village, Cainta Rizal



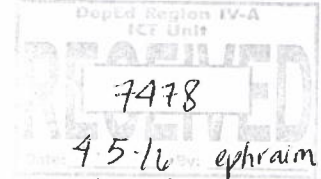
REGIONAL MEMORANDUM

No. 094 s, 2016

0604688

TO : SCHOOLS DIVISION SUPERINTENDENTS
 (Attention: ALL SCHOOL DIVISION ACCOUNTANTS AND BUDGET OFFICERS)

FROM : DIOSDADO M. SAN ANTONIO
 Director IV



SUBJECT : CONDUCT OF FY 2017 ON-LINE SUBMISSION OF BUDGET PROPOSAL (OSBP)

DATE : March 31, 2016

In compliance with the guidelines stated in National Budget Memorandum No. 125, s. 2016 dated January 15, 2016 entitled "Budget Call for FY 2017," the Finance Division will conduct the FY 2017 Online Submission of Budget Proposal (OSBP) with all the Schools Division Offices and Implementing Units to be held on **April 11-15, 2016** at El Grande Residencia Hotel & Resort, San Carlos, Lipa City (**HOST: DIVISION OF LIPA CITY**).

The objective of this activity is to prescribe the guidelines, procedures, Budget Preparation (BP) forms, and calendar of activities to be followed in the preparation of the FY 2017 Budget Proposal and strict compliance in the encoding of the FY 2017 Budget Proposal through the OSBP. As to procedure on our previous budget activities, School Division Accountants and Budget Officers will take charge of deciding the participant for each IU's for each division and see to it that those who will involve in the activity will be responsible in the validation of reports before online submission for we are given only few days on our final submission.

Please be informed that the number of participants was based on the number of schools that the SDO will be encoding so we attached it for your reference. It is understood that each encoder will bring the necessary documents (ALL Consolidated BP Forms – 201, 204, 205...et..al) with Laptop, Pocket Wi-Fi and Extension Cords. Please be guided with the following information:

SDO	No. of Participants	Schedule of Encoding
Day 1 - April 11, 2016 will be for ALL SDOs instructions on the processes of Final OSBP and Actual Encoding of SDOs		
Cavite, Laguna (With Biñan City) and Rizal	SDO Accountant, Budget Officer and Additional Participants/Encoders (See attached for reference)	April 11-14, 2016
Batangas and Quezon		April 11-15, 2016
City Divisions of Antipolo, Calamba, Batangas, Dasmariñas, Lipa, San Pablo and Tanauan		April 11-13, 2016
City Divisions of Bacoor, Cavite, Imus, Lucena, Santa Rosa and Tayabas		April 11-12, 2016

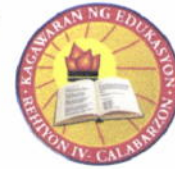


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REGIONAL MEMORANDUM

No. 94 s, 2016

Expenses for food and accommodation incident to this activity shall be charged against Regional Funds to be downloaded to the Host Division while travelling expenses of each participant shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Strict compliance on the number of participants shall be observed and each division is required to submit through fax the confirmation of participants to the Finance Division (c/o Ms. Analyn Simbul/Gerly Japson) or email to bms_bfd@yahoo.com.

Please be guided accordingly.

Data on the Number of Schools for SY 2015-2016

No.	SDO	No. of Schools (Finalized BOSY)		Total E & S	No. of Days	No. of Encoders (Including SDO Accountant and Budget Officers)
		Elem.	Sec.			
1	Antipolo City	45	20	65	3	3
2	Bacoor City	27	5	32	2	2
3	Batangas	607	116	723	5	8
4	Batangas City	82	18	100	3	3
5	Calamba City	51	20	71	3	3
6	Cavite	280	64	344	4	7
7	Cavite City	12	2	14	2	2
8	Dasmariñas City	28	11	39	3	2
9	Imus City	26	5	31	2	2
10	Laguna (With Biñan City)	324	85	409	4	7
11	Lipa City	67	15	82	3	3
12	Lucena City	44	8	52	2	2
13	Quezon	771	182	953	5	10
14	Rizal	209	79	288	4	7
15	San Pablo City	64	15	79	3	3
16	Sta. Rosa City	18	8	26	2	2
17	Tanauan City	44	16	60	3	3
18	Tayabas City	32	3	35	2	2
	ROP, DBM and CO				4	9
Total, 4A		2,731	672	3,403		80

Source: EBEIS (*Secondary Schools includes IUs and Non-IUs)



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