



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



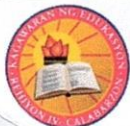
01 March 2021

Regional Memorandum

To **Schools Division Superintendents**

WORKSHOP ON THE FINALIZATION OF FY 2022 BUDGET PROPOSAL

1. The Finance Division will conduct a virtual Seminar-Workshop on the Finalization of FY 2022 Budget Proposals with the finance staff from the regional, schools division offices and selected staff on **March 10-12, 2021**.
2. The objectives of the seminar-workshop are as follows: 1) Provide directions to school division offices and implementing units on the preparation of budget proposal based on thrusts and priorities; 2) Continued adoption of budget administrative reforms such as: 2-tier budgeting approach (2TBA); program based budgeting structure through Program Expenditure Classification approach (PREXC); and the Unified Account Code Structure (UACS); 3) Ensure that all operations are on schedule and that their appropriated budgets can be fully obligated and disbursed within the fiscal year of FY 2022; and 4) Provide technical support to operating units to focus on the implementation of the current year's appropriated budget.
3. A blended seminar-workshop (F2F and virtual) will be used in this activity. A minimum of 10 participants from the Finance Division will be at a separate venue on F2F manner while the others will be attending the virtual/online on a platform and link will be sent to the emails of the participants.
4. The RO limits the number of participants of four (4) per Schools Division Office which includes the following:
 - Schools Division Budget Officers
 - SDO Planning Officers
 - SDO Human Resource Management Officers
 - One (1) additional staff to be determine by the SDO
5. It is understood that all Schools Division Offices shall submit a consolidated and validated budget proposals to the Regional Office per deadline set by the Finance Division.
6. The activity will start at exactly 9:00 AM to 3:00 PM from Day 1 to 3.



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7. Please be guided accordingly.

8. For compliance.


WILFREDO E. CABRAL
Regional Director