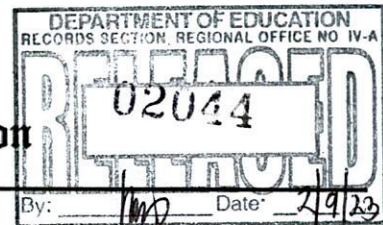




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



6 February 2023

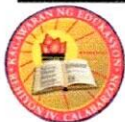
**Regional Memorandum**

No.70 s.2023

**WORKSHOP ON THE PREPARATION  
OF FY 2024 FORWARD ESTIMATES ON BASIC EDUCATION  
CRUCIAL RESOURCES**

To **Schools Division Superintendents  
Regional Office Functional Divisions  
All Others Concerned**



1. The Department of Budget and Management (DBM) issued a National Budget Call (NBM No. 145, s. 2023) to all heads of departments, agencies, bureaus, offices, commissions, state universities and colleges, and other instrumentalities of the national government. The call signals all concerned to start preparing their budget proposals for 2024.
2. As a regular component in the yearly budget proposal, the region prepares its forward estimates to determine the accurate shortages in schools in terms of basic education resources such as but not limited to teachers, classrooms and seats vis-à-vis the actual inventory and enrollment forecast.
3. Relative to this, and as an offshoot activity of the 2023 National Planning Conference on School Building Program, the region through the Policy, Planning and Research Division (PPRD) will conduct a **Workshop on the Preparation of FY 2024 Forward Estimates on Basic Education Crucial Resources** on February 16-17, 2023, with Schools Division of Batangas Province as the host. The exact venue shall be announced in a separate memorandum.
4. Through this activity, the participants are expected to:
  - a. be updated with the latest standard planning parameters;
  - b. provide accurate and validated inventory of basic education resources;
  - c. and be guided on the preparation of forward estimates as inputs to the SDO budget proposals.
5. Participants in this activity are the Planning Officers (POs), Human Resource Management Officers (HRMOs), and Engineers of schools division offices. Please see **Annex A** for the target participants and program.



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-5773/8684-4914/8647-7487  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph



6. For smooth conduct of this activity, participants are expected to bring their own laptop computers and extension cords.
7. Registration Fee of Two Thousand Pesos (Php 2,000.00) per day shall be charged for each participant chargeable against their respective local funds subject to the usual budgeting, accounting, and auditing rules and regulations.
8. Further details pertinent to this activity will be issued in a separate advisory.
9. For clarifications and other concerns, kindly coordinate with Mr. Adrian A. Bullo of PPRD through email at [pprd.calabarzon@deped.gov.ph](mailto:pprd.calabarzon@deped.gov.ph).
10. Immediate dissemination of this memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

**Annex A****I. Target Participants per Division**

<b>Office</b>	<b>No. of Pax</b>	<b>Target Participants</b>
1. Antipolo City	3	1 SDO Planning Officer 1 SDO Engineer/ Counterpart 1 SDO HRMO
2. Bacoar City	3	
3. Batangas	3	
4. Batangas City	3	
5. Binan City	3	
6. Cabuyao City	3	
7. Calamba City	3	
8. Cavite	3	
9. Cavite City	3	
10. Dasmariñas City	3	
11. General Trias City	3	
12. Imus City	3	
13. Laguna	3	
14. Lipa City	3	
15. Lucena City	3	
16. Quezon	3	
17. Rizal	3	
18. San Pablo City	3	
19. San Pedro City	3	
20. Sta. Rosa City	3	
21. Sto. Tomas City	3	
22. Tanauan City	3	
23. Tayabas City	3	
<b>Total</b>	<b>69</b>	

**II. Technical Working Group**

<b>Functional Division</b>	<b>Name</b>	<b>Position/ Designation</b>
Policy, Planning and Research Division	Elino S. Garcia	OIC-Chief Education Supervisor
	Allan D. Tipan	Education Program Supervisor
	Adrian A. Bullo	Planning Officer III
	Jona M. Malonzo	Education Program Specialist II
	Liezel M. Selda	Statistician I
Education Support Services Division (ESSD)	Engr. Jamaica Rolloque	Engineer III
Administrative Services Division – Personnel Section	Ms. Maria Susana B. Oliveros	Administrative Officer V, HRMO



**Annex B – INDICATIVE PROGRAM OF ACTIVITIES****WORKSHOP ON THE PREPARATION OF FY 2024 FORWARD ESTIMATES  
ON BASIC EDUCATION CRUCIAL RESOURCES**

February 16-17, 2023

Venue to be determined

**DAY 1 – February 16, 2023 (Thursday)**

<b>TIME</b>	<b>ACTIVITY / SESSION</b>	<b>PERSON IN-CHARGE</b>
8:00-8:30 AM	Arrival and Registration	
8:30 – 9:00 AM	Opening Program	PPRD Secretariat
9:00-9:30 AM	Session 1: Briefer on the Preparation of FY 2024 Budget Proposal	Elin S. Garcia OIC-Chief, PPRD
9:30 – 10:00 AM	Session 2: Updates on the Standard Planning Parameters on Basic Education Resources	Adrian A. Bullo Planning Officer III
10:00-10:15 AM	Health Break	
10:15 – 11:00 AM	Session 3: Enrollment Forecasting	Adrian A. Bullo Planning Officer III
11:00 – 12:00 NN	Session 4: FY 2024 Forward Estimation for Teachers and Classrooms	
12:00-1:00 PM	Lunch Break	
1:00-3:00 PM	Workshop Proper: FY 2024 Forward Estimation for Teachers and Classrooms	SDO Planning Officers, Engineers and HRMOs
3:00-3:15 PM	Health Break	
3:15-4:20 PM	(Continuation of Workshop) FY 2024 Forward Estimation for Teachers and Classrooms	SDO Planning Officers, Engineers and HRMOs
4:20-4:30 PM	Reminders and Deliverables for Day 2 End of Day 1	PPRD Secretariat

**DAY 2 – February 17, 2023 (Friday)**

<b>TIME</b>	<b>ACTIVITY / SESSION</b>	<b>PERSON IN-CHARGE</b>
8:30 – 9:00 AM	Management of Learning	PPRD Secretariat
9:00-10:00 AM	Validation and Submission of FY 2024 Forward Estimates for Teachers and Classrooms	SDO Planning Officers, Engineers and HRMOs
10:00-10:15 PM	Health Break	
10:15-11:30 PM	(Continuation) Validation and Submission of FY 2024 Forward Estimates for Teachers and Classrooms	SDO Planning Officers, Engineers and HRMOs
11:30-12:30 PM	Closing Program End of Activity	PPRD Secretariat