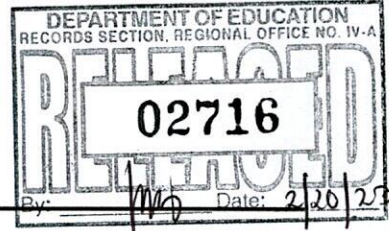




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



14 February 2023

Regional Memorandum

No.91 s.2023

**SEMINAR-WORKSHOP ON THE CONSOLIDATION AND
FINALIZATION OF FY 2024 BUDGET PROPOSAL**

To **Schools Division Superintendents**


1. The Finance Division will conduct a blended (face-to-face and virtual) Seminar-Workshop on the Finalization of FY 2024 Budget Proposal with the finance staff from the regional, schools division offices and other selected personnel to be identified by the Schools Division Offices on March 8-10, 2023 with Schools Division of Batangas City as event host.
2. The objectives of the seminar-workshop are as follows:
 - a. Provide directions to school division offices and implementing units on the preparation of budget proposal based on thrusts and priorities; 2)
 - b. 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);
 - c. Ensure that all operations are on schedule and that their appropriated budgets can be fully obligated and disbursed within the fiscal year of FY 2024; and
 - d. Provide technical support to operating units to focus on the implementation of the current year's appropriated budget.
3. Prior to this activity, a **Virtual Orientation** on the Preparation of FY 2024 Budget Proposal will be conducted on **February 17, 2023, 8:30AM onwards** to provide the SDOs on the parameters and BP Forms to be used in the conduct of their respective budget preparation to be attended by the Schools Division budget officers, accountants, planning officers and human resource management officers. Link will be sent to the email of the participants by the Regional Office.
4. The schedule of Schools Division Offices budget preparation from their respective schools (Elementary, JHSs and SHSs) is scheduled **on February 20 – March 3, 2023** in preparation for the consolidation and finalization activity by the Regional Office Proper.



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1. Participants in the consolidation and finalization of activity are the schools division budget officers, accountants and selected three (3) additional preparer to be identified by the SDOs.
2. Data to be used on this consolidation and finalization proper will be communicated to the schools division offices through online communication (group chats/email)
3. Please be guided accordingly.
4. For compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



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