



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



Finance-RM-2024-65

24 January 2024

**Regional Memorandum**

No. 65 s. 2024

**FY 2025 BUDGET FORUM**

To **Schools Division Superintendents of Batangas, Laguna and Antipolo City**

1. In reference to letter-request dated January 23, 2024 of Ms. NYMPHA R. MANALASTAS, Regional Director of DBM IV-A, the FY 2025 Budget Forum will be conducted on January 29, 2024; 8:00 AM to 12:00NN at 3F Multipurpose Hall, DBM Arcache Building, Gen. Solano cor. Nepomuceno St., San Miguel, Manila.
2. The objectives of this Forum are as follows:
  - To ensure that all public financial managers (budget officers, accountants, planning officers, etc.) are informed of the latest policies, guidelines and timelines in preparing their respective budget proposals for FY 2025; and
  - To establish a uniform understanding of the policies, procedures, rules and regulations in the release of Funds for FY 2024.
3. Participants in this activity are the selected Budget Officers, Accountants and Planning Officers of SDOs of Batangas, Laguna and Antipolo City; and selected staff from the Finance and Policy, Planning and Research Divisions of the Regional Office Proper.
4. Food for this activity will be shouldered by DBM IV-A while travelling expenses of the participants shall be charged to their respective Local Funds.
5. For other concerns, please coordinate with Ms. Laarni A. Evaristo, Budget Section, Finance Division through email [finance.calabarzon@deped.gov.ph](mailto:finance.calabarzon@deped.gov.ph).

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

ROFin4



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REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
REGIONAL OFFICE IV-A (CALABARZON)

January 23, 2024

**ALBERTO T. ESCOBARTE**

Regional Director  
Department of Education Region IV-A  
Cainta, Rizal

Dear **Director Escobarte**:

Good day!

In connection with the issuance of National Budget Memorandum No. 149 dated December 27, 2023 and National Budget Circular No. 592 dated January 19, 2024, may we respectfully invite you and/or four (4) representatives from your Finance and Planning Divisions and two (2) from five (5) big Schools Division Offices (SDOs)<sup>1</sup> to the **FY 2025 Budget Forum** on January 29, 2024, 8:00 AM to 12:00 NN at 3F Multipurpose Hall, DBM Arcache Building, Gen. Solano cor. Nepomuceno St., San Miguel, Manila.

The forum aims to ensure that all public financial managers (i.e., budget officers, accountants, planning officers, etc.) are informed of the latest policies, guidelines and timelines in preparing their respective budget proposals for FY 2025. Further, the activity aims to establish a uniform understanding of the policies, procedures, rules and regulations in the release of funds for FY 2024.

To confirm your attendance, please accomplish the registration form through this link: <https://bit.ly/JAN29FY2025BudgetForum> on or before January 25, 2024.

For any concerns/clarifications, you may contact Mr. Nyl Franz V. Manalili at [nmanalili@dbm.gov.ph](mailto:nmanalili@dbm.gov.ph).

Thank you and best regards.

Very truly yours,

  
**NYMPHA R. MANALASTAS**

Regional Director

<sup>1</sup> Provinces of Cavite, Laguna, Batangas, Rizal and Quezon





## FY 2025 Budget Forum

**January 29, 2024**

8:00 AM - 12:00 NN

3rd floor, Multipurpose Hall, DBM Arcahe Building, Gen. Solano cor. Nepomuceno St.  
San Miguel, Manila

### PROGRAM OF ACTIVITIES

TIME	TOPIC	RESOURCE PERSON
7:00 - 8:25 AM	<b>Registration</b>	
8:25 AM	<b>Opening Ceremony</b> <ul style="list-style-type: none"> <li>Invocation and Philippine National Anthem</li> </ul>	
8:30 - 8:40 AM	<b>Opening Remarks</b>	<b>Director Nympha R. Manalastas</b> Department of Budget and Management RO IV-A
8:40 - 9:05 AM	<b>FY 2025 Budget Preparation at a Glance</b>	<b>Ella Loraine D. Obra</b> Acting Chief Budget and Management Specialist
9:05 - 9:35 AM	<b>Reminders in the Preparation of Budget Proposals</b> <b>For inclusion in Agency PS, MOOE and CO Budget</b>	<b>Rodom Jeel S. Gerona</b> Acting Chief Budget and Management Specialist
9:35 - 9:50 AM	<b>Health Break</b>	
9:50 - 10:20 AM	<b>Budget Preparation Forms and Instructions (Updates)</b>	<b>April M. Clor</b> Chief Budget and Management Specialist
10:20 - 10:45 AM	<b>Submission Requirements and Budget Preparation Calendar</b>	<b>Nyl Franz V. Manalili</b> Senior Budget and Management Specialist
10:45 - 11:10 AM	<b>Guidelines on the Release of Funds for FY 2024</b>	<b>ARD Jaqueline B. Ludovice</b>
11:10 - 11:45 AM	<b>Open Forum</b>	
11:45 AM - 12:00 NN	<b>Closing</b>	