



Finance-RM-2024-102

Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

12 February 2024

Regional Memorandum

No.102 s.2024

VIRTUAL ORIENTATION ON FY 2025 BUDGET PROPOSAL

To : Schools Division Superintendents

- 1. The Finance Division will conduct a Virtual Orientation of FY 2025 Budget Proposal with the schools division offices and other selected preparer to be identified by the Schools Division Offices on February 14, 2024, 2:00PM onwards. Link will be sent to the email of the participants by the Regional Office.
2. The objectives of this virtual orientation are as follows:
- Provide directions to school division offices and implementing units on the preparation of budget proposal based on thrusts and priorities;
- Continued adoption of budget administrative reforms such as: 2-tier budgeting approach (2TBA); program basedr budgeting structure through Program Expenditure Classification approach (PREXC); and the Unified Account Code Structure (UACS);
- Ensure that all operations are on schedule and that their appropriated budgets can be fully obligated and disbursed within the fiscal year of 2025; and
- Provide technical support to operating units to focus on the implementation of the current year's appropriated budget.
3. Prior to the conduct of this virtual orientation, the Regional Office will provide the reference data and working papers and other parameters and BP Forms to be used in the conduct of their respective budget preparation. Please take note of the following BP Forms, Person Responsible and Timeline of Submission.

Table with 3 columns: BP Forms, Person Responsible, Due Date. Rows include BP 201 A,B and D and BP 204 (SDO Budget Officers, March 6, 2024) and BP 205 (SDO HRMOs, March 1, 2024).

- 4. The schedule of Schools Division Offices budget preparation from their respective schools (Elementary, JHSS, SHSS and IU's) is scheduled on February 15 - March 1, 2024 in preparation for their consolidation and finalization proper. Please inform the Finance Division, Regional Office Proper on the scheduled date of your Budget Preparation for monitoring purposes.




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Certificate No. PHP QMS 22 93 0085

5. Deadline of submission of SDO consolidated proposal is on or before March 6, 2024.
  
6. Data to be used on this consolidation and finalization proper will be communicated to the schools division offices through online communication (group chats/email).
  
7. Please be guided accordingly.
  
8. For compliance.

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





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