



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



26 March 2024

**Regional Memorandum**  
No.223 s.2024

**ENCODING OF BUDGET PREPARATION FORMS THROUGH  
THE ONLINE SUBMISSION OF BUDGET PROPOSALS  
SYSTEM (OSBPS) FOR FISCAL YEAR 2025**

To **Schools Division Superintendents**  
**Secondary School Heads Implementing Units**

1. In reference to Memorandum OUF-2024-0173 dated March 21, 2024, Reminders on the Encoding and Submission of Budget Preparation Forms Through the Online Submission of Budget Proposals System (OSBPS) for Fiscal Year 2025, the Finance Division through this DepEd Central Office Issuance reminds the field that the encoding and submission of the FY 2025 Agency Budget Proposals (Tier 1 and 2 Levels) through the OSBPS v.2 is until **April 20, 2024**.
2. Schools Division Offices Budget Officers shall be responsible on the encoding of selected BP Forms of their respective implementing units. All detailed instructions on the OSBPS are reflected on the attached Memorandum from the Office of the Undersecretary for Finance.
3. All SDOs may conduct their respective OSBPS and choose a venue with strong internet access to beat the deadline of DBM.
4. Please take note of the selected BP Forms for encoding. For queries and concerns on DBM Apps Portal Account, please coordinate with the Regional Office Finance Division (Budget Section) who will direct your queries and concerns to DBM RO IV-A analyst or email at [ictsshelpdesk@dbm.gov.ph](mailto:ictsshelpdesk@dbm.gov.ph).
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).
6. Immediate dissemination of this Memorandum is earnestly desired.

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

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