



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



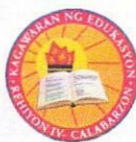
28 October 2024

Regional Memorandum
No. 799 s. 2024

**COORDINATION MEETING ON THE REGION'S PHYSICAL PLAN
FOR FISCAL YEAR 2025**

To **Assistant Regional Director**
Schools Division Superintendents
Functional Division Chiefs
All Others concerned

1. Pursuant to DBM Circular No. 2018-10 (dated November 8, 2018) on Additional Guidelines for Preparing Annual Budget Execution Plans for FY 2019, all government entities receiving budget support from the National Government are required to submit Budget Execution Documents promptly, in advance of the implementation year.
2. To ensure a well-prepared Physical Plan for Fiscal Year 2025, this Office, through the Policy, Planning, and Research Division, will conduct a series of preparatory activities on November 15, 2024, and November 18-19, 2024. Venue details will follow in a separate issuance.
3. Through the conduct of this activity, the intended participants from each are expected to:
 - a. be aware on the pertinent concepts and guidelines on the BED preparation
 - b. be informed of the department's physical targets based on FY 2025 NEP
 - c. be consulted with the regional targets for Fiscal Year 2025
 - d. be capacitated on the proper preparation of the FY 2025 BED 2
4. The participants for this activity include Functional Division (FD) Chiefs, select FD personnel, and Division Planning Officers. Please refer to **Enclosure 1** for the complete **List of Participants** and **Enclosure 2** for the **Indicative Program of Activities**.
5. To ensure the smooth conduct of the workshop, all participants are requested to bring the following:





Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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- a. Copy of FY 2024 Budget Accountability Report (BAR) No. 1 – Quarter 3 Report
 - b. Draft FY 2025 Budget Execution Document (BED) 2 – Physical Plan; and
 - c. Laptop and extension cords.
6. To confirm attendance, please register at **bit.ly/FY2025-PhysicalPlanPrep** on or before **November 4, 2024**. Further details regarding the activity will be sent to the email address provided during registration.
7. Expenses relative to the conduct of this activity such as meals for meeting and board and lodging of participants shall be charged against regional funds while travelling expenses of SDO personnel shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. For clarifications and other concerns, you may contact the Policy, Planning and Research Division through trunk line 470 or email at pprd.calabarzon@deped.gov.ph.
9. Strict compliance with this memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

cc: PPRD/ROP4

Enclosure 1: List of Participants

FD/ SDO	FD Chief	Other FD Personnel	SDO Personnel	Total
November 15, 2024, at Bulwagan ng Karangalan, DepEd Region IV-A				
Curriculum and Learning Management Division	1	1	0	2
Education Support Services Division	1	1	0	2
Field Technical Assistance Division	1	0	0	1
Quality Assurance Division	1	1	0	2
Human Resource Development Division	1	1	0	2
Policy, Planning and Research Division	1	6	0	7
Administrative Services Division	1	1	0	2
Finance Division	1	1	0	2
Total	8	12	0	20
November 18-19, 2024, venue to be determined				
Antipolo City	0	0	1	1
Bacoor City	0	0	1	1
Batangas	0	0	1	1
Batangas City	0	0	1	1
Binan City	0	0	1	1
Cabuyao City	0	0	1	1
Calamba City	0	0	1	1
Cavite	0	0	1	1
Cavite City	0	0	1	1
Dasmarinas City	0	0	1	1
General Trias City	0	0	1	1
Imus City	0	0	1	1
Laguna	0	0	1	1
Lipa City	0	0	1	1
Lucena City	0	0	1	1
Quezon	0	0	1	1
Rizal	0	0	1	1
San Pablo City	0	0	1	1
San Pedro City	0	0	1	1
Sta. Rosa City	0	0	1	1
Sto. Tomas City	0	0	1	1
Tanauan City	0	0	1	1
Tayabas City	0	0	1	1
Regional Office	1	6	0	7
Total	1	6	23	30

Enclosure 2: Indicative Program of Activities

TIME	ACTIVITY/SESSION
November 15, 2024, at Bulwagan ng Karangalan, DepEd Region IV-A	
8:30-9:00 AM	Arrival and Registration
9:00-9:30 AM	Opening Preliminaries
9:30-11:00 AM	Pertinent Policies on the Preparation and Submission of Annual Budget Execution Documents
11:00-12:00 NN	Fiscal Year 2025 Physical Plan of the Department based on the National Expenditure Program (NEP)
12:00-1:00 PM	Lunch Break
1:00-3:00 PM	Preparation of the Region's FY 2025 Physical Plan
3:00-5:00 pm	Consultation Proper
November 18-19, 2024, venue to be determined	
8:30-9:00 AM	Arrival and Registration
9:00-9:30 AM	Opening Preliminaries
9:30-11:00 AM	Pertinent Policies on the Preparation and Submission of Annual Budget Execution Documents
11:00-12:00 NN	Fiscal Year 2025 Physical Plan of the Department based on the National Expenditure Program (NEP)
12:00-1:00 PM	Lunch Break
1:00-5:00 PM	Preparation of the SDO's FY 2025 Physical Plan