



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools
Division Superintendent**

21 January 2022

DIVISION MEMORANDUM
No. 043, s. 2022

PREPARATION AND SUBMISSION OF FY 2023 BUDGET PROPOSALS

To: **All Public Elementary and Secondary School Heads
School Bookkeepers
Select Personnel Unit Employees
All Others Concerned**
This Division

1. Relative to Regional Memoranda No. 025, 026 and 037, s. 2022 released last January 14, 17 and 18, 2022 respectively, this Office will facilitate the preparation and submission of FY 2023 Budget Proposals.
2. The activity aims to provide guidelines on the policies, processes and timelines to be observed regarding the preparation of the budget proposals for FY 2023, guide the Schools in the preparation of the budget proposals and determine the immediate priorities of all Schools.
3. The forms to be submitted electronically are accessible via https://drive.google.com/drive/folders/1q5GdeTxp9cC2M_HveK-p0z5q3lg-N49U?usp=sharing including the issued Regional Memoranda and National Budget Memorandum No. 142, s. 2022 dated January 12, 2022 issued by the Department of Budget and Management for reference.
4. All concerned personnel must submit the required reports on or before January 27, 2022.
5. This Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.





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6. For information, guidance and strict compliance.

OLGA C. ALONSABE
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

FINANCE SUBMISSION

FINANCE/BUDGET/SPS

