



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

Office of the Schools Division Superintendent

February 1, 2023

DIVISION MEMORANDUM

No. 058, s. 2023

**REGIONAL WORKSHOP ON THE PREPARATION OF THE 2024
PROPOSED BUDGET**

To: **Kevin B. Asequia, Planning Officer III**
Stephanie P. Saligumba, Budget Officer III
Maricel B. Jangao, Accountant III

1. Pursuant to Regional Memorandum No. 18, s. 2023 re: **Preparation of the 2024 Proposed Budget**, you are hereby directed to attend the regional workshop on the preparation of the 2024 proposed budget on February 2 – 3, 2023 at NEAP Region 10, Lapasan, Cagayan de Oro City.
2. The participants' transportation expenses shall be charged to local funds, subject to regular accounting and auditing rules and regulations.
3. This memorandum will serve as the Authority to Travel.
4. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

OSDS/sps



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

5. For information, guidance, and strict compliance.


VICTOR G. DE GRACIA JR., CESO V
Concurrent Schools Division Superintendent/
Assistant Regional Director

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

BUDGET PROPOSAL

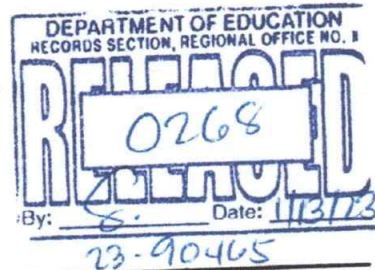
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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



January 11, 2023

REGIONAL MEMORANDUM
No. 018, s. 2022

PREPARATION OF THE 2024 PROPOSED BUDGET

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
RO Chiefs
CID and SGOD Chiefs
All Others Concerned

1. Regarding the 2024 Proposed Budget, all Schools Division Offices (SDOs) shall start their initial preparations.
2. The program holders and the planning and finance units of the Schools Division Offices (SDOs) shall ensure that only implementation-ready programs will be included.
3. The templates for preparing the proposals can be accessed at <https://bit.ly/budgetproposaltemplates>.
4. All Schools Division Offices are required to conduct 2-day workshop on the preparation of the proposed budget.
5. Hence, all SDOs shall upload the 2024 Proposed Budget via <https://bit.ly/2024bugetproposal>.
6. For any queries and clarifications, please contact Constantine Mozart N. Quiblat, Planning Officer III, at 0917-136-9722 or Minerva P. Gabule, Administrative Officer V, at 0917-328-8534.



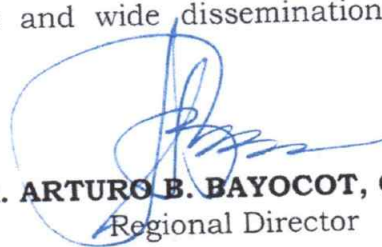
DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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PREPARATION OF THE 2024 PROPOSED BUDGET
INDICATIVE SCHEDULE OF ACTIVITIES

Schedule	Activities
January 23, 2023	Virtual Orientation on the Preparation of the 2024 proposed Budget
On or before January 26-27, 2023	Division Workshop on the Preparation of the 2024 Proposed Budget
February 2-3, 2023	Regional Workshop on the Finalization of the 2024 Proposed Budget
February 7, 2023	Submission of the Final Budget Proposal to the Regional Office
February 8, 2022	Prework of the Regional Office for the Presentation of the Schools division Office on the 2024 Proposed Budget
February 9, 2023	Presentation of the Schools Division Offices of the 2024 Proposed Budget to the Regional Office
February 14, 2023	Submission of the Regional Office on the 2024 Proposed Budget to National Economic and Development Authority (NEDA)
February 16, 2023	Presentation of the Regional Office on the 2024 Proposed Budget to the Social Development Sector Committee
March 14, 2023	133 rd RDC-X Full Council Meeting

7. This Office directs the immediate and wide dissemination of this Memorandum.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

To be indicated in the Perpetual Index
under the following subject:

MEETING

PPRD/allan



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



January 17, 2023

REGIONAL MEMORANDUM
No. 22, s. 2023

CHANGES IN REGIONAL MEMORANDUM NO. 18, S. 2023
(PREPARATION OF THE 2024 PROPOSED BUDGET)

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
RO Chiefs
CID and SGOD Chiefs
All Others Concerned

1. Regarding **Regional Memorandum No. 18, s. 2023** titled **Preparation of the 2024 Proposed Budget**, the names of the identified participants are attached for reference.
2. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated

Reference: RM No. 18, s. 2023
To be indicated in the Perpetual Index
under the following subjects:

BUDGET PREPARATION

PPRD/allan-anne



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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PREPARATION OF THE 2024 PROPOSED BUDGET

INDICATIVE SCHEDULE OF ACTIVITIES

Schedule	Activities	Participants
January 23, 2023	Virtual Orientation on the Preparation of the 2024 Proposed Budget	<p>Regional Office: All Regional Chiefs, Engineer, GAD Focal Person, Budget Officer, Supervising Administrative Officer, Accountant II, Planning Officer</p> <p>Schools Division Office: All Chiefs, Engineers, GAD Focal Persons, Budget Officers, Accountants, Planning Officers, Secondary IUs Bookkeepers, Admin Personnel In-Charge in Retirement</p>
On or before January 26-27, 2023	Division Workshop on the Preparation of the 2024 Proposed Budget	<p>Schools Division Office: All Chiefs, Engineer, GAD Focal Person, Budget Officer, Accountant, Planning Officer, Program Holders</p>
February 2-3, 2023	Regional Workshop on the Finalization of the 2024 Proposed Budget	<p>Regional Office: Planning Officer, PPRD Chief, FD Chief, Budget Officer, Budget Officer,</p>

Schedule	Activities	Participants
		Supervising Administrative Officer, Accountant II Schools Division Office: Planning Officers, Budget Officers, Division Accountants
February 3, 2023	Submission of the Final Budget Proposal to the Regional Office	Schools Division Office: Planning Officers, Budget Officers, Division Accountants
February 8, 2023	Prework of the Regional Office for the Presentation of the Schools division Office on the 2024 Proposed Budget	Regional Office: All Chiefs, Program Holders, Panelists
February 9, 2023	Virtual Presentation of the Schools Division Offices of the 2024 Proposed Budget to the Regional Office	Regional Office: All Chiefs, Engineer, GAD Focal Person, Budget Officer, Supervising Administrative Office, Accountant II, Planning Officer Schools Division Office: All Chiefs, Engineers, GAD Focal Person, Budget Officer, Accountant, Planning Officers
February 14, 2023	Submission of the Regional Office on the 2024 Proposed Budget to National Economic and Development Authority (NEDA)	Regional Office: Budget Officer, Supervising Administrative Office, Accountant II, Planning Officer

Schedule	Activities	Participants
February 16, 2023	Presentation of the Regional Office on the 2024 Proposed Budget to the Social Development Sector Committee	Regional Office: Regional Director FD Chief, ESSD Chief, CLMD Chief, ESSD Chief, PPRD Chief, Engineer, Planning Officer
March 14, 2023	133 rd RDC-X Full Council Meeting	Regional Office: Regional Director FD Chief, ESSD Chief, CLMD Chief, ESSD Chief, PPRD Chief, Engineer, Planning Officer