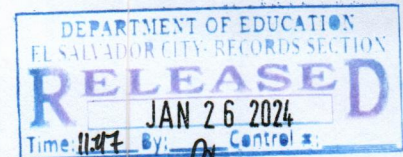


Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

January 24, 2024

DIVISION MEMORANDUM
No. 043, s. 2024

**PREPARATION, CRAFTING, AND FINALIZATION OF THE DIVISION 2025
PROPOSED BUDGET**

To: Assistant Schools Division Superintendent

SGOD & CID Chiefs

Planning Officer III

Budget Officer III

Division Accountant

GAD Focal Person

DRRM Focal Person

SBFP Focal Person

Division ITO

PDO II, LRMS

HRMO

Division Engineer

EPSVR, Alternative Learning System

EPSVR, SGOD

Other program holders

All Others Concerned

This Division

AO-V

EPSVR, SCIENCE

EPSVR, MATH

EPSVR, TLE

PDO I, Child Protection

Guidance Counselor

SEPS, HRD

EPSA, ALS

EPSVR, SpEd

SEPS, SMME

1. Under **Regional Memorandum 046 s. 2024** re **Preparation of the 2025 Proposed Budget**, all identified personnel and program holders are directed to comply with all the data inputs required for the preparation, crafting, and finalization of the division 2025 proposed budget. For the list of programs and focal persons, see **Enclosure 1**.
2. Further, all concerned are hereby informed of the timeline of activities related to the budget proposal.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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Schedule	Activities	Participants/Focal	Time/Venue/ Mode of Submission
January 26, 2024	Virtual Orientation on the Preparation of the 2025 Proposed Budget	>Identified program holders/personnel in this memorandum with Regional Office personnel	Link to be forwarded via email or group message
January 29, 2024	Division pre-work/orientation on the preparation of budget proposal data inputs	Identified Program Holders	9:00-10:00 AM
January 29-31, 2024	Compliance/Inputting/Submission of data inputs (budget proposal)	>Identified program holders/personnel in this memorandum	Online/Email through Planning Unit
February 1-2 & 5-6 2024	Consolidation and Finalization of the Tier 1 and Tier 2 Budget Proposal	>Planning Officer >Budget Officer	Diamond Building Conference Room
February 7-9, 2024	Regional Cluster Workshop on the Finalization and submission of the 2025 Proposed Budget (Tier 1 and 2)	>Budget Officer >Division Accountant >HRMO >Planning Officer III	8:00-5:00 PM/ NEAP
February 12, 2024	Presentation of the Budget Proposal to the management	>SDS and ASDS >SGOD & CID Chiefs >Planning Officer >Budget Officer III >Division Accountant >HRMO >Division Engineer >GAD Focal Person >DRRM Coordinator	SDS Office or Diamond Building Conference Room
February 15, 2024	Presentation of the Schools Division Offices of the 2025 proposed budget to the Regional Office	>SDS and ASDS >SGOD & CID Chiefs >Planning Officer >Budget Officer III >Division Accountant >Division Engineer >GAD Focal Person	TBA



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




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3. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

4. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent


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

BUDGET PROPOSAL

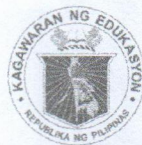
KBA-PLANNING_SGOD



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Materials	
>Computerization Program	SHERRIE R. DUNGOG
>Learning Tools and Equipment	
>TVL	ROQUE R. SABASAJE
>Science Laboratory Materials and Equipment	MARIE JADE A. CACAYAN
>Math Equipment	ANABELLE M. MAMACLAY
Inclusive Education Program	
>IpEd	JOHN FRANKLIN DRESSER
>SpEd	LINA C. BEJIGA
>ALS	JOHNELL S. VACALARES
Support to Schools and Learners Program	
>ESC Program for Private JHSs	KEVIN B. ASEQUIA
>Voucher Program for Private SHS	
>JDVP	JURICA ETHEL ESTRADA
>School-Based Feeding Program	CECILLE Z. KHOBUNTIN
>Operations of Schools (formerly SMOOE)	STEPHANIE P. SALIGUMBA/MARICEL B. JANGAO
Education Human Resource Development Program	
>Human Resource Development for School-Based Personnel and Learning Centers	KAREN ROSE A. SERRANIA

