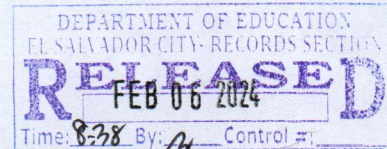




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

February 2, 2024

DIVISION MEMORANDUM

No. 052, s. 2023

**PARTICIPATION TO THE REGIONAL WORKSHOP ON THE PREPARATION AND
SUBMISSION OF FY 2025 BUDGET PROPOSAL**

To: **LEAH MAE C. AKUT, ADAS III**
This Division

1. Pursuant to Regional Memorandum No. 0064, s. 2024 titled Regional Workshop on the Preparation and Submission of FY 2025 Budget Proposal, the identified participant is directed to attend the aforesaid activity on February 6-8, inclusive of travel time. The venue is within Cagayan de Oro City.
2. The participant's travel expenses and other incidentals are chargeable to local funds, subject to the usual budgeting, 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.
5. 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 BP

OSDS/LMCA



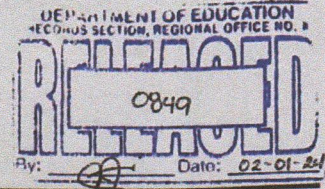
Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

**Transforming Schools,
Forging Partners**





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



January 31, 2024

REGIONAL MEMORANDUM
 No. 004, s. 2024

REGIONAL WORKSHOP ON THE PREPARATION
 AND SUBMISSION OF FY 2025 BUDGET PROPOSAL

To: Schools Division Superintendents
 Public Secondary School Principals of Implementing Units
 All Others Concerned

1. This Office will conduct a **Regional Workshop on the Preparation and Submission of FY 2025 Budget Proposal** on February 6-8, inclusive of travel time. The venue is within Cagayan de Oro City and will be announced in a separate memorandum.
2. The participants of the workshop are the following:
 - a. Chief Administrative Officer, Supervising Administrative Officer, Administrative Officer V, Administrative Officer IV, and Administrative Officer II from the Regional Office;
 - b. Budget Officer from the Schools Division Offices (SDO); and
 - c. Secondary School Bookkeepers from the Implementing Units (IUs).
3. The participants must submit the following Tier 1 and Tier 2 FY 2025 Budget Preparation Forms:

Reports for Submission	Submit to
<ol style="list-style-type: none"> 1. BP Form 200 - Comparison of Appropriations and Obligations 2. BP Form 201 - Summary of Obligations and Proposed Programs/Projects 3. BP Form 201-A - Obligations for Personnel Services (PS) 4. BP Form 201-B - Obligations for Maintenance and Other Operating Expenditure (MOOE) 5. BP Form 201-C - Obligations for Financial Expenses (FinEX) 6. BP Form 201-D - Obligations for Capital Outlay (CO) 7. BP Form 300 - FY 2025 Proposed Provisions 	<p>MARY ANN D. NERI, CPA Chief Administrative Officer Finance Division</p>



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
 Telephone No: (088) 881-3137
 Email: region10@deped.gov.ph
 Website: r10.deped.gov.ph

Doc. Ref. Code	RO-ORD-F013	Rev	01
Effectivity	01.22.24	Page	1 of 1

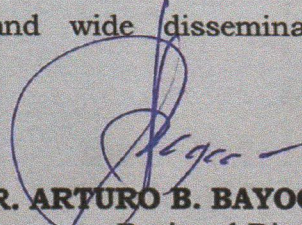
<p>8. Updated Requirement for CY 2025 Special Hardship Allowance by District and School Level for the following:</p> <p>a. Teachers in schools in hardship post as determined by the hardship index,</p> <p>b. Multi-grade teachers in pure multi-grade schools,</p> <p>c. Mobile teachers and Alternative Learning System (ALS) Coordinators concurrently handling ALS classes, and</p> <p>d. School heads assigned in hardship post or pure multi-grade schools.</p>	
<p>9. BP Form 204 – Staffing Summary of Non-Permanent Positions</p> <p>10. BP Form 205 – List of Retirees</p>	<p>ATTY. SHIRLEY O. CHATTO Chief Administrative Officer Administrative Service Division</p>
<p>11. Annual GAD Plan and Budget</p> <p>12. Annual GAD Accomplishment Report (CY 2023)</p>	<p>MARK JOHN T. GABULE EPS-Designate/GAD Focal Person Human Resource Development Division</p>

4. All SDOs must submit the consolidated reports on or before February 8.

5. Check-in is on February 6, at 2:00 p.m. while check-out is on February 8, after lunch. The participants shall register on or before February 2, through the link: <https://bit.ly/RegRWBP2025>. First meal is dinner of February 6, and last meal is afternoon snacks of February 8.

6. Travel expenses and other incidentals are chargeable against local funds, subject to the usual budgeting, accounting, and auditing policies, rules, and regulations.

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


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

Allotment: 4-(RO 1-02)

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

WORKSHOP

RE: Regional Workshop on the Preparation and Submission
of FY 2025 Budget Proposal

FIN/ian