



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE II PANGASINAN

DIVISION MEMORANDUM

NO. 067, S. 2024

**ADVISORY ON THE SEMINAR WORKSHOP ON THE PREPARATION AND SUBMISSION OF
FY 2025 BUDGET PROPOSAL**

**To: All Public Secondary School Heads (Implementing and Non-Implementing Units)
All Others Concerned**

Date: February 5, 2024

Relative to the issued Division Memorandum No. 054, s. 2024, (attached as Annex A) dated January 29, 2024, titled Seminar-Workshop on the Preparation and Submission of the Budget Proposal, **this is to provide updates on the conduct of the said activity.**

1. The activity will be held at **Villasis Gymnasium, Villasis Pangasinan.**
2. For the participants, Registration time is 7:00 AM with Breakfast as the first meal and until 5:00 PM with PM Snacks as the last meal.
3. The activity will start at exactly 8:00 AM. The program of activities is attached as "Annex B".
4. The traveling expenses of the participants shall be charged against their respective local funds.
5. Immediate dissemination of this memorandum is desired.


VIVIAN LUZ S. PAGATPATAN, CESO VI

Officer-in-Charge, Schools Division Superintendent

APPROVED FOR TRANSMISSION:


ARNEL R. PURISIMA
ADMINISTRATIVE OFFICER V



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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE II PANGASINAN

DIVISION MEMORANDUM

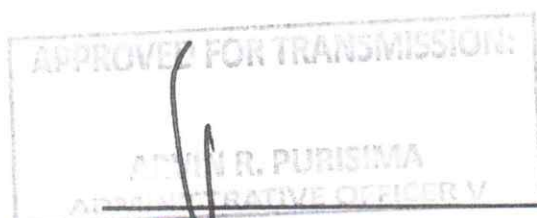
NO. 054, S. 2024

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

To: **All Public Secondary School Heads (Implementing and Non-Implementing Units)
All Others Concerned**

Date: **January 29, 2024**

1. In view of the issuance of National Budget Memorandum No. 149, dated December 27, 2023 (National Budget Call FY 2025). The Department of Education Region I, Schools Division Office II of Pangasinan through the Finance Unit will conduct a Division Seminar Workshop on the Preparation and Submission of FY 2025 Budget Proposal on February 7- 8, 2024 (venue to be announced later).
2. The seminar-workshop aims to;
 - a. Discuss the procedures and policy guidelines for the preparation of the FY 2025 Budget Proposal.
 - b. Discuss updates on budgetary and financial matters.
 - c. Facilitate the preparation and submission of the FY 2025 Budget Proposal
3. The participants are the following.
 - a. Public Secondary School Heads (Implementing Units & Non-Implementing Units)
 - b. School Accountants/Bookkeepers (Implementing Units)
 - c. Administrative Assistant III/II (Secondary Non-Implementing Units)
 - d. Selected SDO Personnel/Finance & Administrative Staff
4. Names of participants should be submitted on or before January 31, 2024 through this link: <https://forms.gle/1qkqDCuZZCa8nxAH7>
5. Participants are requested to bring the following:
 - a. Laptops, extension cords, and calculators
 - b. Service Records, copy of appointments (original & latest appointments)
 - c. Actual No. of Enrolment, Actual No. of Moving Up/Graduating Students (Data Source LIS), Actual No. of Teachers (Data Source BEIS), and Actual No. of Classroom (Data Source NSBI)
 - d. All other data needed in the preparation of the budget proposal
 - e. **Approved Final Work and Financial Plan FY2024 and Detailed Breakdown of MOOE FY 2024 (as per GAA)**
6. Outputs of participants shall be collected/submitted after the workshop.
7. A registration fee of **ONE THOUSAND PESOS (Php 1,000.00)** will be collected for each participant to defray the cost of the venue, meals, snacks, workshop materials, and other related expenses. Traveling expenses of participants shall be charged against Local Funds/MOOE, subject to the usual government accounting and auditing rules and regulations.
8. Immediate and wide dissemination of the content of this Memorandum is desired.




VIVIAN LUZ S. PAGATPATAN, PhD., CESO VI
Officer-in-Charge, Schools Division Superintendent



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QUALITY POLICY

The Department of Education is committed to provide learners with quality basic education that is accessible inclusive, and liberating through:

- Proactive leadership
- Shared governance
- Evidence-based policies, standards and programs
- Responsive and relevant curricula
- Highly competent and committed officials teaching and non-teaching personnel
- An enabling environment

The Department upholds the highest standards of conduct and performance to fulfill stakeholders' needs and expectations by adhering to constitutional mandates statutory, and regulatory requirements, and sustains client satisfaction through continuous improvement of the Quality Management System.



SCHOOLS DIVISION OFFICE
PANGASINAN II

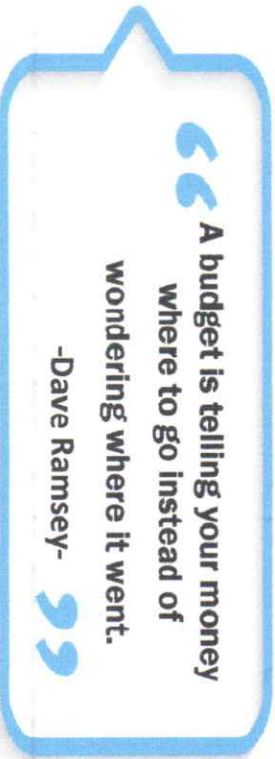
SEMINAR-WORKSHOP ON THE PREPARATION AND SUBMISSION OF FY 2025 BUDGET PROPOSAL

Villasis Gymnasium, Villasis, Pangasinan
February 7-8, 2024

PROGRAM OF ACTIVITIES

Time	Activities	Responsible Person /Unit
7:30 - 8:00	Registration of Participants	Participants/SDO II Pangasinan
8:01 - 10:00	Preliminaries Presentation of Participants Welcome Message Message	AVP ROMMEL M. DUATIN Administrative Assistant III ATTY. MAUREEN M. TORRES Accountant III MARCIANO U. SORIANO, JR., PhD, CESO VI Assistant Schools Division Superintendent RUSSEL JIM V. TAMAYO, PhD, CESO VI Assistant Schools Division Superintendent VIVIAN LUZ S. PAGATPATAN, CESO VI Schools Division Superintendent OIC - Office of the Schools Division Superintendent
10:01 - 10:15	Morning Break	
10:16 - 12:00	Financial Updates	JOSEPHINE I. LAUD Budget Officer III ATTY. MAUREEN M. TORRES Accountant III ARVIN R. PURISIMA Administrative Officer V YOGIE S. CASTAÑETO Administrative Office IV/HRMO MARIVIC V. LAOAGAN Planning Officer III
12:01 - 1:00	Lunch Break	

1:01-2:00	NBM No. 149, December 27, 2023 • Budget Preparation Guidelines, Forms & Instructions & Other Issues & Concerns on Budgetary Matters BP Form 201-A (PS) BP 204-Funding Requirement for Non-Permanent Position	JOSEPHINE I. LAUD Budget Officer III
2:01 - 2:30	Funding Requirements for Step Increment BP204 - Funding Requirements for non-Permanent Positions BP205 - List of Retirees (Optional & Mandatory)	CHRISTINE JOY A. TELLES Administrative Assistant III
2:31 - 3:00	BP Form 201-B (MOOE) Preparation of Work & Financial Plan PPMP/APP-CSE Breakdown of MOOE BP Form 201-D (Capital Outlays)	JOSEPHINE I. LAUD Budget Officer III
3:01 - 3:15	Afternoon Break	
3:16 - 3:30	BP Form 100, 100-A, 100-B, 100-C	ATTY. MAUREEN M. TORRES Accountant III
3:31 - 5:00	WORKSHOP AND SUBMISSION OF OUTPUT/BUDGET PROPOSALS FY 2025	PMT / Secretariat
HOME SWEET HOME		
Facilitator: ROMMEL M. DUATIN Administrative Assistant III		



**SEMINAR-WORKSHOP ON THE PREPARATION AND SUBMISSION OF
FY 2025 BUDGET PROPOSALS
February 7-8, 2024**

BATCH 1-February 7, 2024

	Secondary Implementing Units	pax
1	Alejandro F. Oligan National High School	2
2	Amamperez Agro-Industrial High School	2
3	Angela Valdez Ramos National High School	2
4	Antonio P. Villar National High School	2
5	Arboleda National High School	2
6	Artacho National High School	2
7	Balungao National High School	2
8	Bautista National High School	2
9	Benigno V. Aldana National High School	2
10	Bobonan National High School	2
11	Cabilaoan Agro-Industrial High School	2
12	Cipriano Primicias Memorial National High School	2
13	David National High School	2
14	Juan Macaraeg G. National High School	2
15	Don Ramon E. Costales Memorial National High School	2
16	Eastern Pangasinan Agricultural College	2
17	Guiling-Coliling National High School	2
18	Laoac National High School	2
19	Lobong National High School	2
20	Luciano Millan National High School	2
21	Mabilao National High School	2
22	Manoag National High School	2
23	Mangaldan National High School	2
24	Mataas na Paaralang Juan C. Laya	2
25	Natividad National High School	2
26	Pindangan National High School, Alcala	2
27	Rosales National High School	2
28	San Fabian National High School	2
29	San Jacinto National High School	2
30	San Nicolas East National High School	2
31	San Quintin National High School	2
32	Tayug National High School	2
33	Toboy National High School	2
34	Umingan Central National High School	2
	Sub-Total	68
	Secondary Non- Implementing Units	
1	Bantay Insik Integrated School	2
2	Bugayong Integrated School	2
3	Calmay Integrated School	2
4	Dilan Integrated School	2
5	Don Valentin Torres Integrated School	2
6	Dungon Integrated School	2
7	Flores Integrated School	2
8	Don Maximo G. Gombio Panaga-Tabao Integrated School	2
9	Lumayao Integrated School	2
10	Macayo Integrated School	2
11	Mangaldan Integrated School	2
12	San Fabian Integrated School	2
13	San Felipe Integrated School	2
14	San Vicente West Integrated School	2
15	Sison Central Integrated School	2
16	Sta. Cruz Integrated School	2
17	Tombod Integrated School	2
18	Castusu Integrated School	2
19	Sta. Maria East Integrated School	2
20	Gueguesangen Integrated School	2
21	Calepaan Integrated School	2
22	Atainan-Caranglaan Integrated School	2
23	SAGUITLANG INTEGRATED SCHOOL	2
24	San Vicente Integrated School	2
25	Gualsic Integrated School	2
26	Esmeralda Integrated School	2
27	Linmansangan Integrated School	2
28	San Roque Integrated School	2
29	Pangaoan Integrated School	2
30	Vacante Integrated School	2
31	Sta. Catalina Integrated School	2
	Sub-Total	62
	SDO PERSONNEL	20
	TOTAL	150

**SEMINAR-WORKSHOP ON THE PREPARATION AND SUBMISSION OF
FY 2025 BUDGET PROPOSALS
February 7-8, 2024**

BATCH 2-February 8, 2024

1	Alibeng National High School	2
2	Amagbagan National High School	2
3	Ambalangan-Dalin National High School	2
4	Anonang National High School	2
5	Ariston Bantog National High School	2
6	Baguinay National High School	2
7	Baluyot National High School	2
8	Baracbac National High School	2
9	Barangobong National High School	2
10	Batasan National High School	2
11	Bersamin Agro-Industrial High School	2
12	Binday National High School	2
13	Bulaoen East National High School	2
14	Cabalitian National High School	2
15	Cabanbanan National High School	2
16	Cacabugaoan National High School	2
17	Caloscaoayan National High School	2
18	Canarvacanan National High School	2
19	Capulaan National High School	2
20	Carusucan Norte National High School	2
21	Carusucan Sur National High School	2
22	Dalumpinas National High School	2
23	Don Amadeo Perez, Sr. National High School	2
24	Don Benito Agro-Industrial High School	2
25	Don Robert Estrella, Sr. National High School	2
26	Esperanza National High School	2
27	Eugenio Perez National High School	2
28	Flores National High School	2
29	La Paz National High School	2
30	Labayug National High School	2
31	Lagasit National High School	2
32	Lipit National High School	2
33	Malico National High School	2
34	Maseil-seil National High School	2
35	Nama National High School	2
36	Nantangalan National High School	2
37	Palguyod National High School	2
38	Panganiban National High School	2
39	Piaz National High School	2
40	Pindangan National High School, Sison	2
41	Pinmilapil National High School	2
42	Prado National High School	2
43	Rajal Angayan National High School	2
44	Robert Estrella National High School	2
45	Rosario National High School	2
46	Salud-San Eugenio National High School	2
47	San Antonio National High School	2
48	San Aurelio National High School	2
49	San Felipe National High School	2
50	San Isidro National High School	2
51	San Juan National High School	2
52	San Leon National High School	2
53	San Luis National High School	2
54	San Macario National High School	2
55	San Miguel National High School	2
56	San Pedro Apartado National High School	2
57	San Rafael National High School	2
58	Sta. Maria National High School, Binalonan	2
59	Sta. Maria National High School, San Nicolas	2
60	Sto. Domingo National High School	2
61	Sto. Tomas National High School	2
62	Sumabnit National High School	2
63	Unzad National High School	2
	Sub-Total	126
	SDO PERSONNEL	20
	TOTAL	146
	GRAND TOTAL	296