



APPROVED FOR TRANSMISSION:

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ADMINISTRATIVE OFFICER V

Republic of the Philippines  
Department of Education

REGION I

SCHOOLS DIVISION OFFICE II PANGASINAN

DIVISION MEMORANDUM

NO. 061 S. 2023

TO : All Public Secondary School Heads (Implementing and Non-Implementing Units)  
All Accountants/Bookkeepers/Administrative Officers (Implementing Units)  
All Others Concerned

FROM : The Office of the Schools Division Superintendent

SUBJECT : SEMINAR-WORKSHOP ON THE PREPARATION & SUBMISSION OF FY 2024 BUDGET PROPOSAL

DATE : February 8, 2023

1. In view of the issuance of National Budget Memorandum No. 145, dated January 12, 2023, re; National Budget Call FY 2024. The Department of Education Region I, Schools Division Office II of Pangasinan through the Finance Division will conduct a Division Seminar-Workshop on the Preparation and Submission of FY 2024 Budget Proposal on February 15-17(Batch 1) and February 21-23,2023(Batch2), at Math Excellence Academy of Binalonan, Inc., Binalonan, Pangasinan.
2. The seminar- workshop aims to;
  - a. Discuss the procedures and policy guidelines on the preparation of the FY 2024 Budget Proposal.
  - b. Discuss updates on budgetary and financial matters.
  - c. Facilitate the preparation and submission of the FY 2024 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 Officers (Implementing Units)
  - d. Administrative Assistant III/II (Secondary Non-Implementing Units)
  - e. Selected SDO Personnel/Finance & Administrative Staff

| Date                     | Target Participants                             |     |
|--------------------------|---|-----|
| February 15-17 (Batch 1) | Secondary Implementing Units/SDO Personnel      | 119 |
| February 21-23(Batch 2)  | Secondary Non -Implementing Units/SDO Personnel | 154 |
| Total Participants       |   | 273 |

4. 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 budget proposalOutputs of participants shall be collected/submitted after the workshop.
5. Schools are required to strictly comply with the submission of all the prescribed Budget Proposal Forms and schedules duly signed by the School Heads. Please refer to the attached list of BP Forms (Annex B-1) to be accomplished/submitted.
6. Expenses related to this activity such as meals, snacks, workshop materials and other related expenses, as well as Travelling expenses of participants shall be charged against Local Funds/MOOE, subject to the usual government accounting and auditing rules and regulations.
7. Immediate and wide dissemination of the content of this Memorandum is desired.

LORNA S. BUGAYONG, PhD. CESO V  
Schools Division Superintendent