



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OF BIÑAN CITY  
RECORDS SECTION

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**DIVISION MEMORANDUM**

No. **056**, s. 2022

**DIVISION WEBINAR WORKSHOP ON THE PREPARATION AND  
CONSOLIDATION OF BUDGET PROPOSALS FOR THE FISCAL YEAR 2023**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads

1. In compliance with National Budget Memorandum No. 142, s. 2022 dated January 12, 2022, known as the National Budget Call for FY 2023, this Office through the Division Budget and Accounting Unit announces the conduct of **Division Webinar Workshop on the Preparation and Consolidation of Budget Proposals for the FY 2023** on **March 04, 2022**, from **8:30 a.m. to 4:00 p.m.** via **MS Teams**.

2. The webinar aims to:
- provide directions to school division office, implementing units and non-implementing units on the preparation of budget proposal based on thrusts and priorities.
  - continue adoption of budget administrative reforms such as 2-tier budgeting approach (2TBA); program-based budgeting structure through Program Expenditure Classification approach (PREXC); and the Unified Account Code Structure (UACS);
  - ensure that all operations are on schedule and that their appropriated budgets can be fully obligated and disbursed within the fiscal year of FY 2023; and
  - provide technical support to operating units to focus on the implementation of the current year's appropriated budget.

3. The participants to this activity are the Budget Officer III, Accountant III, Planning Officer III, Division GAD Focal Person, Administrative Office IV (HR), Elementary and Secondary School Heads, Schools Administrative Officer II, School Property Custodians, and Senior Bookkeepers of Implementing Units and Non-Implementing Units. Participants should register on this link **<https://tinyurl.com/SDOBinanBP2023-Registration>**.

4. Meeting link will be sent one (1) hour before the start of the session. Participants are expected to enter the link fifteen (15) minutes before the activity.



Address: P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna  
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5. Expenses relative to this activity shall be charged against School and Division MOOE subject to usual accounting and auditing rules and regulations. For inquiries and clarifications, please contact Darwin S. Malapaya, Budget Officer III at 09055161479.

6. Immediate and widest dissemination of this Memorandum is desired.



**EDNA FAURA AGUSTIN**  
Schools Division Superintendent

Encl: Matrix of Activities

Reference: National Budget Memorandum No. 142, s. 2022

OSDS/BUD / DM- Division Webinar Workshop on the Preparation and Consolidation of Budget Proposal for Fiscal Year 2023  
/ 03/02/2022



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## MATRIX OF ACTIVITIES

TIME	ACTIVITY	IN-CHARGE
<b>Master of Ceremony:</b> Eden Grace B. Bidar		
<b>March 4, 2022</b> 8:30 – 9:00	Patriotic Song	<b>AVP</b>
	Opening Prayer	
	DepEd Vision and Mission	
	DepEd Quality Policy Statement	
	Welcome Message	<b>EDENIA O. LIBRANDA</b> Assistant Schools Division Superintendent
	Presentation of Participants	<b>PAUL SENDRIX M. CAHIGAS</b> Administrative Assistant III
	Statement of Purpose and Matrix of Activities	<b>DARWIN S. MALAPAYA</b> Budget Officer III
	Inspirational Message	<b>EDNA FAURA-AGUSTIN</b> Schools Division Superintendent
9:00 – 9:30	<b>Session 1</b> GAD Plan and Accomplishment	<b>GERTRUDE A. ANUNCIACION</b> EPS-SGOD / Division GAD Focal
9:30 – 10:00	<b>Session 2</b> HRMO Matters	<b>TITO G. PASCUAL</b> Administrative Officer IV- HR
10:00 – 10:30	<b>Session 3</b> Internal Guidelines and Release of 2022 Funds	<b>MA. OLIVIA E. MIRANDA</b> Accountant III
10:30 – 11:00	<b>Session 4</b> Budget Proposal Indicators/ Parameters	<b>CHARLES M. PATIO</b> Planning Officer III
11:00 – 11:45	<b>Session 5</b> Internal Guidelines on FY 2023 Budget Preparations	<b>DARWIN S. MALAPAYA</b> Budget Officer III
11:45 – 12:00	<b>Q &amp; A</b>	
12:00 – 1:00	<b>Lunch Break</b>	
1:00 – 3:30	<b>Workshop Proper</b> <b>Submission and Tracking of Outputs</b>	
3:30 – 4:00	Closing Remarks	<b>ARIEL M. CABANTOG</b> Administrative Officer V



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