



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

February 13, 2023

DIVISION MEMORANDUM
No. 0075 s. 2023

DBM RO VII-DEPED RO VII JOINT REGIONAL MEMORANDUM CIRCULAR NO. 1, S. 2023
RE: GUIDELINES AND TIMELINES ON THE SUBMISSION OF BUDGETARY REQUESTS TO DBM
AND CONDUCT OF ACTIVITIES FOR FY 2023

To: Assistant Schools Division Superintendents
Chiefs of Functional Divisions
Division Office Section Heads
Education Program Supervisors
Public Schools District Supervisors/OIC PSDS
Elementary and Secondary Principals/School Heads
School Administrative Personnel
School Finance Personnel
All Others Concerned

1. For the information and guidance of all concerned, attached is a copy Department of Budget and Management (DBM) Regional Office VII and Department of Education (DepEd) Regional Office VII Joint Memorandum Circular No. 1, s. 2023 dated February 3, 2023 regarding the Guidelines and Timelines on the Submission of Budgetary Requests to DBM and Conduct of Activities for FY 2023
2. Immediate dissemination of and strict compliance of this Memorandum is directed.


BIANITO A. DAGATAN EdD CESO V
Schools Division Superintendent

OSDS/Finance/Budget/mvmj



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Mr. Albuta
Ms. Laspe
Ms. Ladaran
- For guidance & dissemination
AS 2/10/23

**DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) REGIONAL OFFICE VII
DEPARTMENT OF EDUCATION (DepEd) REGIONAL OFFICE VII**

**Joint Regional Memorandum Circular No. 1, s. 2023
February 03, 2023**

TO: ALL SCHOOLS DIVISION SUPERINTENDENTS, PUBLIC SCHOOLS DISTRICT SUPERVISORS, SCHOOL HEADS, DESIGNATED HUMAN RESOURCE OFFICERS, FINANCIAL OFFICERS, ACCOUNTANTS, BUDGET OFFICERS, BOOKKEEPERS, AND ALL OTHERS CONCERNED

SUBJECT: GUIDELINES AND TIMELINES ON THE SUBMISSION OF BUDGETARY REQUESTS TO DBM AND CONDUCT OF ACTIVITIES FOR FY 2023

1.0 Background

Pursuant to Administrative Order (AO) No. 46, s. 2015, all Heads of Agencies and Departments are directed to facilitate the implementation of programs and projects in order to realize the intended economic and social goals of the government for FY 2015 and subsequent years.

2.0 Objective

To ensure that implementing units (IUs) under the coverage of DepEd Regional Office (RO) VII function in an environment where execution of programs and projects are undertaken promptly and in accordance with the set timelines or targets, the guidelines/timelines prescribed hereunder shall be strictly adhered to.

3.0 Specific Guidelines

Nature of request	Receipt of Request/Report by DBM-Regional Office (RO) VII		Remarks
	Start date	End date	
1. Monetization of Leave Credits (1 st Batch)	March 1, 2023	March 31, 2023	Monetization of Leave Credits shall be limited to payment for critical health, medical and hospital needs of the government
2. Monetization of Leave Credits (2nd Batch)	September 1, 2023	September 30, 2023	

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TIME 9:54 AM
SIGNATURE [Signature]

Nature of request	Receipt of Request/Report by DBM- Regional Office (RO) VII		Remarks
	Start date	End date	
			employees and immediate members of their families pursuant to Circular Letter No. 2022-4 dated February 15, 2022. (subject to updates in accordance with the guidelines to be issued for the utilization of the FY 2023 Pension and Gratuity Fund).
3. Requests for issuance of Notice of Organization Staffing and Compensation Action (NOSCA) (staffing modifications, i.e., Equivalent Record Forms (ERFs), reclassification of Master Teachers (MTs) positions, conversion of positions)	January 3, 2023	September 30, 2023	The number of supporting documents shall be streamlined. Also, the attached revised Plantilla Allocation List (PAL) format must be followed. DBM ROVII will send the editable file of said new PAL Form via email.
4. Requests requiring the issuance of Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA)	January 3, 2023	October 30, 2023	To give ample time for DBM ROVII to evaluate the requests and to make cash management more efficient, IUs shall submit their requests earlier than the prescribed deadline per National Budget Circular 590 dated January 3, 2023, re: Guidelines on the

Nature of request	Receipt of Request/Report by DBM-Regional Office (RO) VII		Remarks
	Start date	End date	
			Release of Funds for FY 2023
5. Updating of the Personnel Services Itemization and Plantilla of Personnel (PSIPOP)	As soon as there are changes in the personal information of personnel and whenever there are movements of personnel, whether pertaining to salaries, place of assignments, creation/promotion of personnel, etc.	On or before the 30th day of each month when the staffing modification took place	This is the responsibility of the designated Personnel Officer/HRMO of the IU, who should inform DBM ROVII for the latter to upload the changes in the GMIS.
6. Encoding of Budget and Financial Accountability Reports (BFARs) thru the Unified Reporting System (URS)	Within 30 days after the end of each quarter – submission of the BFARs by program, activity, or project, pursuant to Section 101, GP of the FY 2023 GAA		Accountants, Budget Officers, and Bookkeepers
7. Conduct of Full-time Delivery (FDU) Meetings for Division Bookkeepers, Disbursing Officers and Plantilla in-charge	One per quarter		The school's division offices should coordinate with the DepEd Regional Office to plan this quarterly meeting.
8. Conduct of the Agency Performance Review (APR)	February 1, 2023	February 28, 2023	The RO Proper shall come up with a consolidated APR for both the physical and financial performance of all IUs in the region.
a. Physical and financial performance review for the period January to December, 2022			
b. Physical and financial performance	August 1, 2023	August 31, 2023	

Nature of request	Receipt of Request/Report by DBM- Regional Office (RO) VII		Remarks
	Start date	End date	
review for the period January to June, 2023			

3.1 All concerned school personnel are enjoined to observe the above-stated timelines, activities and guidelines.

4.0 Effectivity

This Joint Regional Memorandum shall take effect immediately and be disseminated to all implementing units of DepEd-RO VII for information and compliance.

 Digitally
signed by
Bernales Lenin
Sotto

LENIN S. BERNALES
Acting Director IV
DBM – ROVII

Digitally
signed by
Bernales
Lenin
Sotto


SALUSTIANO T. JIMENEZ, J.D., Ed.D., CESO V
Director IV
DepEd – RO VII