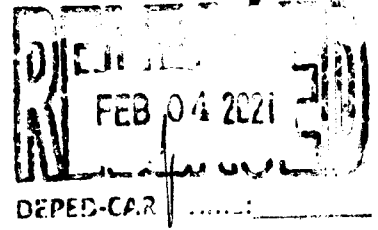




Republic of the Philippines
Department of Education
Cordillera Administrative Region



February 2, 2021

REGIONAL MEMORANDUM
NO. 035.2021

PREPARATION AND SUBMISSION OF 2022 BUDGET PROPOSAL

TO : Schools Division Superintendents
All Others Concerned

1. National Budget Memorandum No. 138 dated January 6, 2021, 2019, National Budget Call for 2022 was issued by the Department of Budget and Management (DBM) to provide the guidelines and procedures in the preparation of the 2022 budget proposal;
2. Likewise, the Regional Budget Consultation with the Regional Development Council (RDC) is scheduled on February 23, 2021;
3. In this connection, Schools Division Offices are advised prepare their division wide 2022 Budget Proposal under Tier 1 and Tier 2 and to be submitted to the Finance Division, Regional Office on February 15, 2021 with the following supporting documents:
 1. Teacher, classroom and furniture needs (to be submitted to the Policy, Planning and Research Division);
 2. List of teachers and personnel entitled to Special Hardship Allowance (with computation);
 3. List of teachers whose positions are to be reclassified through Equivalent Record Forms (ERF) and converted to Master Teacher (MT) positions and personnel whose positions are to be reclassified (with computation),
 4. List and the corresponding amount for compulsory and optional retirees
 5. Staffing Summary of Non Permanent Positions (BP 204-Casual and Substitute personnel)
 6. Other documents to support the Divisions' 2022 Budget Proposal.



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4. The following are the composition of 2022 budget proposal under Tier 1 and 2:

a. Personnel Services

TIER 1	TIER 2
Salary of all filled positions reported in the GMIS as of December 31, 2020	Step Increment Due to Meritorious Performance per CSC-DBM Joint Circular No. 2012-1
Standard allowances, benefits and incentives of filled positions reported in the GMIS as of December 31, 2020, e.g., PERA, Uniform/Clothing Allowance, Mid-Year Bonus, Year-end Bonus, Cash Gift, PEI, RATA	TL and RG for optional retirees
Other Non-interface PS items such as Anniversary Bonus during milestone year, Magna Carta Benefits, and Loyalty Pay of qualified filled positions reported in the GMIS as of December 31, 2020, as well as existing authorized allowances and collaterals of Military and Uniformed Personnel (MUP) such as Hazard Pay, Subsistence Allowance, etc.	
Step Increment Due to Length of Service, consistent with CSC-DBM Joint Circular No. 2012-1	
Lump-sum for Casuals and Contractuals, subject to submission of Budget Preparation (BP) Form 204	
100% of the PS cost of new positions created per population-based formulas (e.g., teaching items)	
Terminal leave (TL) benefits of compulsory retirees, subject to submission of BP 205	


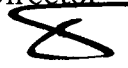
b. MOOE

TIER 1	TIER 2
Funding requirements to implement ongoing P/A/Ps;	Funding requirements to cover new or expanded existing P/A/Ps;
Budget requirements for regular periodic activities or programs;	MOOE costs to implement approved major changes in the organization or structure of an agency;
Resources for existing or ongoing initiatives in the ISO 9001:2015 QMS certification	
Other budgetary items which are not provided in the FY 2021 NEP: <i>Reasonable costs for operation of newly completed facilities as of December 2020; and Office accommodation and equipment costs for newly-approved filled positions</i>	

c. Capital Outlay

TIER 1	TIER 2
Cost of ongoing infrastructure and other capital projects that have been approved in previous years;	Proposed new infrastructure projects included in the approved FYs 2022-2024 TRIP;
Replacement of motor vehicles for the same purpose and/or intended user that will reach their end-of-productive/ useful/economic life by FY 2022	Other proposed new and expanded capital outlays that are non-infrastructure in nature, which are implementation-ready
Basic CO requirements of newly completed facilities and newly approved filled positions as of December 31, 2020 but not provided in the FY 2021 budget.	

5. Schools Division Offices may conduct workshop on the preparation of the Budget Proposal. The Regional Office will download financial assistance in the amount of Php18,000.00 to cover meals for three days for the purpose.
6. For compliance.


ESTELA L. CARIÑO EdD, CESO IV
Director IV/Regional Director 

SGT/clp