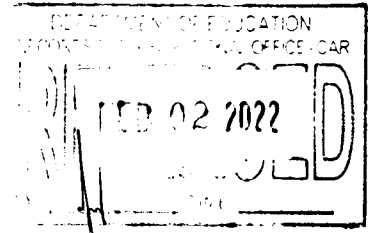




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



January 28, 2022

REGIONAL MEMORANDUM  
NO. 043.2022

**PREPARATION AND SUBMISSION OF 2023 BUDGET PROPOSAL**

TO : Schools Division Superintendents  
All Others Concerned

1. Pursuant to National Budget Memorandum No. 142 dated January 12, 2022, the National Budget Call for 2023 was issued by the Department of Budget and Management (DBM) to provide the guidelines and procedures in the preparation of the 2023 budget proposal;
2. In this connection, Schools Division Offices are advised to prepare their division wide 2023 Budget Proposal under Tier 1 and Tier 2 and to be submitted to the Finance Division, Regional Office on February 15, 2022.
3. Schools Division Offices should submit the following:
  - a. BP Forms 201-A, 201-B, 201- D (both for Tier 1 and 2) and BP 201- (Summary of Proposed Programs and Projects ( Please see attached Format);
  - b. Number of Teacher, classroom and Furniture needs ;
  - c. List of teachers and personnel entitled to Special Hardship Allowance (with computation);
  - d. List of teachers whose positions are to be reclassified through: (1) Equivalent Record Forms (ERF), (2) conversion to Master Teacher (MT) positions and (3) personnel whose positions are to be reclassified (with computation);
  - e. List and the corresponding amount for compulsory and optional retirees;
  - f. Staffing Summary of Non Permanent Positions ( BP 204- Casual and Substitute personnel);
  - g. Justification for Tier 2 proposals pursuant to NCC 142; and
  - h. Other documents to support the Divisions' 2023 Budget Proposal





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4. Schools Division Offices may conduct workshop on the preparation of the Budget Proposal. The Regional Office will download financial assistance in the amount of Php39,600.00 to cover meals for the purpose.

5. For queries, assistance and additional information, you may contact personnel at the Finance Division through email, call, SMS and other means of communication.

5. For guidance and compliance.

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

SGT/clp

