

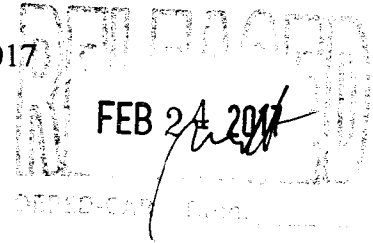


Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



February 23, 2017


REGIONAL MEMORANDUM  
No. 006, 2017



**REGIONAL WORKSHOP ON THE PREPARATION OF CY 2018 BUDGET PROPOSAL**

TO: Schools Division Superintendent  
All Others Concerned

1. National Budget Memorandum No. 127 dated December 28, 2016 provides the guidelines in the preparation of the 2018 budget proposal. Likewise, the Regional Development Council issued Regional Budget Memorandum dated February 10, 2017 providing the guidelines and procedures in the preparation and presentation of the FY 2018 budget proposals.
2. In view hereof, a three-day workshop on the preparation and accomplishments of the budget proposal forms is scheduled on March 6-8, 2017 at a venue to be announced later.
3. In the preparation and computation of Schools Divisions proposal, please be guided with the provisions of NBM No. 127 (downloadable from the DBM website: [www.dbm.gov.ph](http://www.dbm.gov.ph)) and with the attached (Annex "A") guidelines .
4. Participants to the seminar-workshop are: SDS/ASDS, Chief of SGOD, Budget Officer, Accountant and Planning Officer.
5. Expenses for board and lodging shall be shouldered by the Regional Office, while travelling expenses of participants shall be charged against their respective local funds.
6. All disbursements relative to the conduct of this workshop shall be subject to the usual budgeting, accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.

  
BEATRIZ G. TORNO, Ph. D., CESO IV  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

SGT/clp



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**ANNEX "A"**

**FY 2018 BUDGET PREPARATION GUIDE**

1. The following must be included in the Schools Divisions budget:
  - a. Salaries of filled positions as of December 31, 2106 including requirements for SSL 3<sup>rd</sup> tranche;
  - b. Unpaid personnel benefits that have no appropriation cover such as loyalty pay, step increments, hazard pay, etc. to be reflected separately and fully documents (e.g. name of claimant, amount and year the benefit is supposed to fall due);
  - c. Requirement for hardship pay (fully documented);
  - d. Requirement for subsistence and laundry allowance of public health workers (fully documented);
  - e. Unimplemented ERFs (fully documented);
  - f. Retirement/Gratuity/Terminal Leave Benefits of personnel retiring in 2018, separate forms for Compulsory and Optional Retirees per NBM No.127;
  - g. Requirement for newly-legislated/established secondary schools and Division Offices; and
  - h. Cash allowance computed at P2,500 per teacher as in the 2017 GAA.

When possible, the above items shall be disaggregated by implementing unit (IU) so that these funds may be considered for comprehensive release directly to SDOs or IU schools in FY 2018.

2. Computation of Division Office Proper MOOE should be based on the following parameters.

Fixed Cost	2,000,000.00
No. of Schools in the Division	3,120.00
No. of Teachers in the Division	1,430.00
No. of Classrooms in the Division	143
Number of Enrollees in the Division	8
Number of staff	12,000.00



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3. Computation of School MOOE, classroom and seats, teacher items, ESC and School Feeding-use the template provided – to be sent thru email to the SDOs email address copy furnish the division budget officers.
4. Other relevant data for this activity should be gathered beforehand.