



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 8, 2021

REGIONAL MEMORANDUM

No. **121**, s. 2021

WORKSHOP ON THE PREPARATION OF FY 2022-2024 BUDGET PROPOSALS

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. To facilitate the preparation of the FY 2022-2024 Budget Proposals of the Region and Schools Division Offices (SDOs), this Office, through the Finance Division (FD) and the Policy Planning and Research Division (PPRD) shall conduct a two-day Workshop on the Preparation of FY 2022-2024 Budget Proposals on March 15-16, 2021 via Google Meet. This aims to finalize the Region and SDOs budget proposals for FY 2022-2024.
2. The expected participants are the Assistant Schools Division Superintendents, Budget Officers, Engineers, and Planning Officers of the 13 Schools Divisions. Confirmation of attendance shall be done thru bit.ly/BP2022PW not later than March 12, 2021. The meeting link shall only be sent to the confirmed attendees.
3. The SDOs are advised to conduct a pre-workshop on the accomplishment of the budget proposal templates following the enclosed considerations and guidelines in preparing the Budget Proposal.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

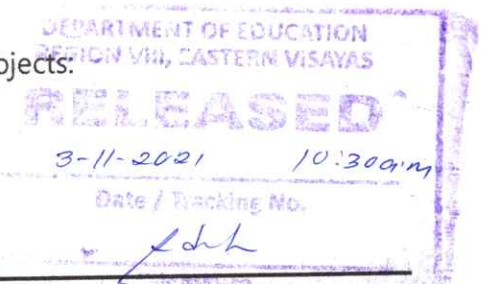
Enclosures: As stated

References: None

To be indicated in the Perpetual Index under the following subjects:

BUDGET PROPOSAL WORKSHOP

PPRD-MBG



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Annex A

Guidelines in Preparing the FY 2022-2024 Budget Proposals

Please be guided by the following considerations in preparing your respective proposals:

Budget Considerations

1. With the "new normal" that will likely remain, NEDA's "We Recover as One" Report shall serve as the starting point in revisiting the much needed programs/activities and projects that will continually ensure a healthy population, a more agile workforce, a reliable digital technology and infrastructure and resilient business. For education, the following are the priorities:
 - a. Expand and institutionalize flexible learning options
 - b. Expedite the formulation of a multi-modal, multi-strategy Learning Continuity Plan
 - c. Pursue adult learning through online and/or blended learning
 - d. Prioritize investments in online platforms

2. In the fourth year of the transition towards Cash Budgeting System (CBS) through virtue of Executive Order (EO) 91, it is reiterated that the implementation of the PAPs is limited to "within the fiscal year" timeframe including its obligation:
 - a. Payments for obligations incurred shall be made until the end of the Extended Payment Period (EPP), which shall be three months after the end of the validity of appropriations against which they were obligated, unless another period has been determined by the DBM, upon consultation with the relevant agencies.
 - b. Delivery of Goods and Services may be extended from January to December 2022.

3. The Department of Budget and Management (DBM) already issued National Budget Memorandum (NBM) No. 138 or the National Budget Call for FY 2022 wherein the Two-Tiered Budgeting Approach (2TBA) shall still be adopted:
 - a. Tier 1 pertains to the annual requirements for the budget year (FY 2022) and out-years (FY 2023-2024) to implement on-going programs in the same scope and quality.
 - b. Meanwhile, Tier 2 is defined as the proposal (FY 2022) and out-years (FY 2023-2024) for new or expanded activities or projects.
 - c. Paragraph 3, Section 3.2 states that the Tier 1 level for FY 2022 shall be updated with the FY 2022 Tier 1 Forward Estimates (FEs) published in the NBM no. 132 - Budget Priorities Framework dated April 12, 2019, as its base.
 - d. In this case, in updating our Tier 1 and proposing for Tier 2, we shall use the actual SY 2020-2021 enrolment data, latest inventory, allocation programmed in FY 2021, and existing planning parameters.
 - e. Should the Tier 1 proposals not be sufficient in the delivery of their mandates, regional offices are welcome to propose for Tier 2 provided that the proposals are backed up with a strong justification driven by data.

4. To facilitate the assessment of the proposals, these should contain:
 - a. The outputs which the Tier 1 would fund, and
 - b. Other outputs which the Tier 2 would fund

Annex A

Guidelines in Preparing the FY 2022-2024 Budget Proposals

Plan and Budget Proposal

4. To substantiate the proposals, we are requiring the submission of a corresponding completed staff work (CSW), containing the following information:
 - a. Education Situation in the Region
 - Dashboard of KPIs, Sub-KPIs, schools and learning centers
 - Summary of the comparative performance of each SDOs in different areas
 - Other pertinent information to describe the context of the region which has relevance to the proposal (e.g regional profile)
 - b. Immediate Challenges confronting the Education Sector in the Region
 - Clear statement of the performance gaps in terms of access, quality, and governance based on the dashboard presented which will serve as basis in identifying priorities in FY 2022-2024. It is advised that regions focus in addressing the situation that *will have more impact to the learner situation in the region (e.g. identifying 2-3 priorities only)*
 - c. Interventions to be Undertaken to Address the Identified Challenges
 - Strategies, policies, programs, projects, and activities planned in order to address the challenges identified
 - d. Target KPIs
 - Includes the desired outcomes focusing on learner performance, highlighting the end of plan targets (FY 2020-2024 targets) in terms of access, quality, and governance (participation rate, cohort survival rate, completion rate, national achievement test, etc.)
 - e. Articulation on the significance of the interventions proposed to improving learner outcomes or enabling environment, and
 - f. Related policies (legal bases) and researches.
5. Proposals shall be assessed based primarily on the following:
 - a. The particular need or challenge that this proposal is addressing (Relevance)
 - b. The effect if the proposal is not implemented immediately (Urgency)
 - c. The benefits to the target group if the proposal is implemented (impact), and
 - d. The availability of resources (human, material, financial, time, etc.) needed to implement the proposal (Feasibility)
6. Proposals for line items may also be coordinated through the program proponents in the Central Office level.
7. To encapsulate the proposal, an Excel template with corresponding instruction, and definition of terms is provided in the succeeding annex.

Annex A.1

Definition of Terms

Objective. Specific need of the region which the intervention aims to address, how it plans to address it, and the target

Intervention. Title of the policy, program, project, or activity proposal

Output. Specific deliverable to be produced in order to achieve the objective

Physical Target. Numerical value of the physical target to its corresponding output. Also applies to the activities.

Month of Completion. Month wherein the output is expected to be completed or delivered

Allotment Class. Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE), or Capital Outlay (CO)

Budget Estimates. Cost implication of the output

Program/Project/Activity. The line item in the PREXC which the intervention is proposed to be sourced from.

Activity. Activities to be conducted in order to produce the output

Month of Payment - Calendar month when the funds will be disbursed or paid

Justification - Brief narrative of additional notes on background, parameters, or other supporting information

**Annex B
Regional Budget Proposal Template**

Note: Tier 1 and Tier 2 Proposals shall be done separately. Two (2) sheets are provided. **An additional column on the "Justification" for Tier 2 is also provided.**

Rationale/Situationer: (Guide: Based on the situational analysis conducted in the region, describe the pressing conditions which needs to be addressed in FY 2022.)

Objective: [Guide: Given the context described above, what is the desired outcome? Kindly identify priority areas (can be SDOs or key stages or any specific areas of concern) and targets (must be measurable)]

Interventions [Guide: Using the table below, specify **priority** strategies, programs, projects, activities, or policies being proposed in order to address the issues identified or to meet the target set above. Kindly use prioritization measures. Interventions specified at the top will be deemed as the utmost priority of the region, followed by next highly prioritized intervention and so on.]

Particulars (Interventions)	Outputs to be Delivered	Activities	Physical Target	Budget Estimates (in Thousand Pesos)		Ad allotment Class (P/M/O)/C/O	Month of Completion	Month of Payment	PAP Line Item
				Tier 1	Tier 2				
Intervention 1	Output 1	Activity 1 Activity 2							
	Output 2								
	Output n								
Total									