



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

OUF-2022- 0522

TO : ALL REGIONAL DIRECTORS

ATTENTION : CHIEF ADMINISTRATIVE OFFICERS
Finance Division

FROM : ANNALYN M. SEVILLA
Undersecretary

SUBJECT : Pooling of Available FY 2022 Released Personnel Services (PS)
Allotments

DATE : September 27, 2022

Pursuant to Section 68 of the General Provisions under the General Appropriations Act (GAA) of Fiscal Year 2022, and item 3.3.1 of National Budget Circular No. 587 dated January 3, 2022, *Guidelines on the Release of Funds for FY 2022*, the appropriations for Personnel Services (PS) authorized under the FY 2022 GAA shall be available for release, obligation, and disbursement until December 31, 2022.

With this, everybody is enjoined to **submit on/or before October 7, 2022** to this Office, thru the Budget Division - Finance Service via email address earlbunvi3388@gmail.com, copy furnished fs.bd@deped.gov.ph, a report on your FY 2022 PS requirement with the following details:

- Total Personnel Services Requirement for FY 2022, based on updated PSI-POP;
- Total Allotment Received as of September 30, 2022, from the following sources:
 - FY 2022 Regular Agency Specific Budget for PS
 - FY 2022 Miscellaneous Personnel Benefits Fund (MPBF);
 - FY 2022 New School Personnel Positions (NSPP)
- Actual Obligations for PS as of September 30, 2022;
- Estimated PS Requirement from October 1, 2022 to December 31, 2022; and
- Estimated PS Savings/(Deficiency) for FY 2022.

The analysis of your PS requirements shall focus on the basic salary and other compensation benefits of teaching and non-teaching personnel in the Region/Division/School, and requirements for Special Hardship Allowance (SHA), Equivalent Records Forms (ERFs), Conversion to Master Teacher Positions, Reclassification of Positions, and Magna Carta Benefits of Public Health Workers.




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Any excess allotments from the released FY 2022 PS allocations will be pooled by the Central Office to be distributed to all DepEd operating units (OUs) with deficiencies. Therefore, the submission shall already consider the PS requirements of all OUs in the Region.

For reference, attached is a matrix of the analysis of PS requirements. The Budget Division - FS will provide the necessary google sheet for you to encode your submissions. However, hard copies of your submissions, as consolidated, are still required duly signed by the Regional Director.

For strict compliance.


ANNALYN M. SEVILLA
Undersecretary for Finance

MP 22, 2022

ANALYSIS OF PERSONNEL SERVICES FUNDING REQUIREMENT
for Fiscal Year 2022
DepEd Regional Office No. _____

Office/Schools Division/Program (a)	Total Personnel Services Requirement (Based on Updated PSI-POP) (b)	Total Allotments Received as of September 30, 2022					Actual Obligations Incurred as of September 30, 2022 (g)	Total PS Requirement vs. Total Allotments Received (h) [(b) - (f)]	Unobligated Allotments as of September 30, 2022 (i) [(f) - (g)]	Estimated PS Requirements from October 1, 2022 to December 31, 2022 (j)	Estimated PS Savings/ (Deficiencies) for FY 2022 (k) [(j) - (i)]
		From Comprehensive Released Allotment (FY 2022 Regular Agency Specific Budget) (c)	From FY 2022 Miscellaneous Personnel Benefits Fund (d)	From FY 2022 Regular Agency Specific Budget for Creation and Filling-up of Positions (NSPP) (e)	Total Allotments Received (f) [(c) + (d) + (e)]	From FY 2022 Regular Agency Specific Budget for Creation and Filling-up of Positions (NSPP) (e)					
1. Regional Office Proper											
2. Administration of Personnel Benefits											
3. Special Hardship Allowance (SHA)											
4. ERFs/Master Teachers/Reclass of Pos.											
5. Hazard Pay for Public Health Workers											
6. New School Personnel Positions											
7 Division of	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
a. Division Office Proper											
b. Elementary Education											
c. Junior High School											
d. Senior High School											
8 Division of	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
a. Division Office Proper											
b. Elementary Education											
c. Junior High School											
d. Senior High School											
9 Division of	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
a. Division Office Proper											
b. Elementary Education											
c. Junior High School											
d. Senior High School											
10 Division of	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
a. Division Office Proper											
b. Elementary Education											
c. Junior High School											
d. Senior High School											
Grand Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Prepared By: _____

Approved: _____

CAO, Finance Division

Regional Director

ANALYSIS OF PERSONNEL SERVICES FUNDING REQUIREMENT
for Fiscal Year 2022
DepEd Regional Office No. _____

Office/Schools Division/Program (a)	Total Personnel Services Requirement (Based on Updated PS-POP) (b)	Total Allotments Received as of September 30, 2022				Actual Obligations Incurred as of September 30, 2022 (g)	Total PS Requirement vs. Total Allotments Received (h) [(b)-(f)]	Unobligated Allotments as of September 30, 2022 (i) [(f)-(g)]	Estimated PS Requirements from October 1, 2022 to December 31, 2022 (j)	Estimated PS Savings/ (Deficiencies) for FY 2022 (k) [(j)-(i)]
		From Comprehensively Released Allotment (FY 2022 Regular Agency Specific Budget) (c)	From FY 2022 Miscellaneous Personnel Benefits Fund (d)	From FY 2022 Regular Agency Specific Budget for Creation and Filling-up of Positions (NSPP) (e)	Total Allotments Received (f) [(c)+(d)+(e)]					
1. Regional Office Proper										
2. Administration of Personnel Benefits										
3. Special Hardship Allowance (SHA)										
4. ERFs/Master Teachers/Reclass of Pos.										
5. Hazard Pay for Public Health Workers										
6. New School Personnel Positions										
7. Division of	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
a. Division Office Proper										
b. Elementary Education										
c. Junior High School										
d. Senior High School										
8. Division of	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
a. Division Office Proper										
b. Elementary Education										
c. Junior High School										
d. Senior High School										
9. Division of	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
a. Division Office Proper										
b. Elementary Education										
c. Junior High School										
d. Senior High School										
10. Division of	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
a. Division Office Proper										
b. Elementary Education										
c. Junior High School										
d. Senior High School										
Grand Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Prepared By: _____

Approved: _____

CAO, Finance Division

Regional Director