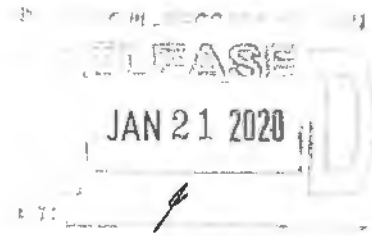




Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

January 20, 2020

REGIONAL MEMORANDUM
No. 029 s. 2020



TO : Schools Division Superintendents

SUBMISSION OF BUDGET PROPOSALS FOR FY 2021

1. To facilitate the preparation of Budget Proposals for FY 2021 pursuant to National Budget Memorandum (NBM) No. 133 dated November 29, 2019, this Office shall implement a shared responsibility approach in the preparation of the needed documents/reports.
2. The Regional Office Finance Division, in coordination with the PPRD, shall compute the regular Personnel Services (PS) and MOOE requirements based on the parameters formulated by the Central Office.
3. The SDO shall prepare and submit the following reports:
 - 3.1 BP 204 - Staffing Summary of Non-Permanent Positions
 - 3.2 BP 205 - List of Retirees
 - 3.3 List of Teachers entitled to Hardship Allowance
 - 3.4 List of Teachers and Personnel entitled to Loyalty Award
 - 3.5 List of Public Health Workers (PHW) entitled to the Subsistence and Laundry Allowances and Hazard Pay
 - 3.6 List of unimplemented Equivalent Records Forms (ERFs)
 - 3.7 List of office equipment needed, including the detailed technical specifications and estimated amount, to be supported with the latest inventory reports.
 - 3.8 Requirements for the Improvement and Acquisition of school sites, including surveying and titling.
4. The budgetary requirements for basic educational inputs, like new positions, books and other instructional materials, learning tools and equipment, school furniture, repairs and rehabilitation and new construction of classrooms, laboratory buildings and other facilities shall be based on the inventory reports earlier requested by the Regional Office through the Regional Memorandum No. 008, s. 2020.



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5. The soft and hard copies of the reports mentioned in Item No. 3 should be submitted to the Finance Division, this Office not later than January 30, 2020.
6. Please be guided accordingly.



NICOLAS T. CAPULONG, PhD, CESO V

Director III

Officer-In-Charge

Office of the Regional Director

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