



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: Public Schools District Supervisors
Elementary School Heads
Junior High School Heads – Non IUs
Senior High School Heads – Non IUs

FROM: 
CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent

SUBJECT: ONLINE SUBMISSION OF THE 2021 BUDGET PROPOSAL FOR MOOE

DATE : March 2, 2020

With reference to National Budget Memorandum No. 133, s. 2019 dated November 29, 2019 to comply with the submission of the 2021 Schools Division Budget Proposal on March 17 - 18, 2020, the Budget and the Planning Sections will conduct its **"On – Line Submission of the FY 2021 Budget Proposal for MOOE" on March 3 - 6, 2020.**

The objectives of this School-based Budget Preparation are (1) to provide the School Heads time to analyze their budget proposals and realigned it with their School Improvement Plan (SIP)/Annual Implementation Plan (AIP) with the help of the School Planning Team (SPT), and (2) to minimize the error in the computation of the budget estimates and the Division consolidation thereof.

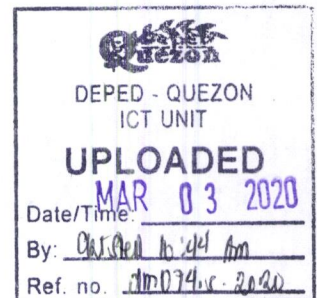
The on – line submission will commence on March 3 and will end on March 6, 2020. For monitoring purposes, the status of submission will be posted at the DepED Quezon PSDS Group, on each day covering the online submission period. While the deadline for the submission of the printed copies of Budget Form 2 is on or before the 27th day of March, 2020. **Please see attached Enclosure I for work instruction.**

The Budget Proposal for the Personnel Services (PS) Fund will be prepared by the Personnel Section.

For your guidance and strict compliance.

budcap03/02/2020

DEPEDQUEZON-TM-SDS-04-010-002



Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)





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Enclosure 1

WORK INSTRUCTION:

1. Following these links:
 - A. For the Downloading & Printing of Budget Form 2:
 - For Elementary ► <https://tinyurl.com/2021BF2-ELEMENTARY>
 - For JHS – Non IUs ► <https://tinyurl.com/2021BF2-JHS-NON-IUs>
 - For Senior HS – Non IUs ► <https://tinyurl.com/2021BF2-SHS-NON-IUs>
 - B. For the Total amount of Budget per School
 - For Elementary ► <https://tinyurl.com/2021BUDGET-ELEMENTARY>
 - For JHS – Non IUs ► <https://tinyurl.com/2021BUDGET-JHS-NON-IUs>
 - For Senior HS – Non IUs ► <https://tinyurl.com/2021BUDGET-SHS-NON-IUs>
2. Then, using Budget Form 2, allocate your School's Total Budget among the objects of expenditure (*Travelling, Training, Office Supplies, etc.*). *Handwritten.*
3. Once finished, have it printed (210 x 297 mm, A4) & signed, and submitted to the Division Office Budget Section thru the Records Section.
4. For its **ON – LINE Submission**, follow this link ► <https://tinyurl.com/2021BP-SCHOOL-MOOE>
 - 4.1 Select your District Office, click next.
 - 4.2 Select your School Level – Elementary, Junior High School (Non Ius), or Senior High School (Non Ius).
 - 4.3 Type your EBEIS School ID, and complete School Name, click next.
 - 4.4 Transfer the amount in your accomplished Budget Form 2 (BF 2) School Budget Proposal for MOOE. If you don't have any allocated amount for an object of expenditure, just type "0". **DO NOT LEAVE ANY ITEM BLANK.** Click Next.
 - 4.5 Type the complete name, position of the School Head and the School's Contact No., click next.
 - 4.6 **Congratulations!** You have finished your On-Line Submission of your School's Budget Proposal!!

