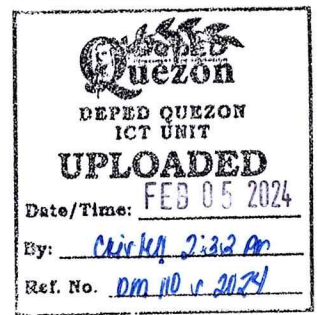




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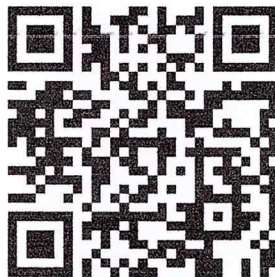
05 February 2024

DIVISION MEMORANDUM
DM No. 110, s. 2024

FY 2025 BUDGET PREPARATION ACTIVITIES FOR SCHOOLS

**To: Assistant Schools Division Superintendents
Division Chiefs – CID & SGOD
Public Schools District Supervisors
All School Heads**

1. With reference to the National Budget Memorandum No. 149 dated December 27, 2023 entitled National Budget Call for FY 2025, this Office, will conduct the Planning & Budget Conference for the Fiscal Year 2025 on February 6-8, 2024. The venue will be announced in a separate memorandum.
2. This activity aims to operationalized the linkage between Planning and Budget using the developmental agenda outlined in the MATATAG-KALILAYAN, with the technical assistance in school management of the Public Schools District Supervisors, for the preparation of the FY 2025 Budget Proposals and Annual Implementation Plans (AIP) of Schools and Learning Centers.
3. The participants to the conference are expected to conduct their budget preparation activity and submits the AIP and Budget Proposal of Schools within their district on February 12-23, 2024. The detailed list of participants can be accessed through this QR Code:



DEPEDQUEZON-SGO-HRD-04-001-004



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4. The training expenses of the participants subject to the usual budget, accounting and auditing rules and regulations are as follows:

Activity	Training Expenses	Fund Source
Planning & Budget Conference for FY 2025	Registration Fee – P4000 Other related expenses (DO 43, s. 2023)	GASS MOOE (PSDSs)/School MOOE/Other Local Funds
Preparation of FY 2025 Budget Proposal & AIP <i>*by district</i>	NO registration fee Other related expenses (DO 43, s. 2023)	GASS MOOE (PSDSs)/School MOOE/Other Local Funds

5. This activity is live-in, and participants may avail of accomodation for Day 0 (February 6), and the first meal to be served is Breakfast, on Day 1 (February 7).
6. The participants are requested to wear appropriate smart casual attire, and are requested to bring with them laptops and extension wires.
7. To ensure the health and safety protocols, all participants are expected to comply with the existing guidelines and policies of IATF/DOH throughout the duration of the Activity.
8. Immediate dissemination and compliance of this Memorandum is earnestly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

budcap02/05/2024

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