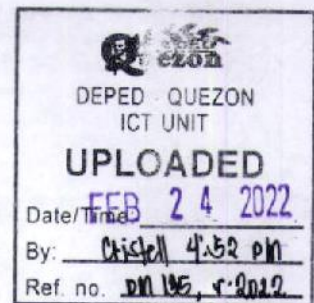




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



23 February 2022

**DIVISION MEMORANDUM**  
DM No. 135, s. 2022

**FY 2023 ONLINE CONSOLIDATION OF BUDGET PROPOSALS**  
**for NON IUs (ES, JHS & SHS)**

**To: OIC – Assistant Schools Division Superintendents**  
**Division Chief – SGOD**  
**School Head-In-Charge of Governance and Operations**  
**Elementary School Heads**  
**Junior High School Heads (NON-IUs)**  
**Senior High School Heads (NON-IUs)**  
**All Others Concerned**

1. With reference to DBM National Budget Memorandum No. 142, dated January 12, 2022, "National Budget Call for FY 2023", and DepED Regional Memorandum dated February 14, 2022, "Regional Seminar-Workshop on the Consolidation and Finalization of FY 2023 Budget Proposal" this Office, through the Budget Section and SGOD Planning Unit, will conduct an **ONLINE CONSOLIDATION OF BUDGET PROPOSALS on February 28 – March 2, 2022.**
2. This activity aims to consolidate the Budget Proposals of NON-IUs, under the two (2) Tier Budgeting Approach (2TBA), to be prepared by the School Head with the assistance of the School Planning Team which is aligned with the SIP/AIP and various implementing guidelines. ***Please see attached enclosure for the work instruction.***
3. The status of the online submission per district will be posted on the SHIGO Group on each day covering the submission period for monitoring purposes.
4. The deadline for the submission of the signed printed copies of Budget Form 2 is on March 18, 2022. *Deadline of submission in the Sub-Office is on March 16, 2022.*

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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5. The Budget Proposal for the Personnel Services Fund – *Salaries & Other Personnel Benefits* will be prepared by the Administrative Personnel Unit.
6. Immediate dissemination of and compliance to this Memorandum is earnestly desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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Enclosure 1

**WORK INSTRUCTION:**

1. For the Downloading & Printing of Budget Form 2 & for the Total Amount of Budget (ES, JHS/SHS) per school
  - **Will be provided by your respective SHIGO**
2. Then, using Budget Form 2, allocate your School's Total Budget among the objects of expenditure (*Travelling, Training, Office Supplies, etc.*).  
*You can modify the Object of Expenditures according to your proposal.*
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 ONLINE Submission, follow this link ► <https://tinyurl.com/2023BP-NON-IUs>
  - a) Select your District Office, click next.
  - b) Select your School Level – Elementary, Junior High School (Non Ius), or Senior High School (Non Ius).
  - c) Type your School ID, and complete School Name. click next.
  - d) Transfer the amount in your accomplished Budget Form 2 (BF 2) School Budget Proposal for MOOE.
  - e) If you don't have any allocated amount for an object of expenditure, just type "0". DO NOT LEAVE ANY ITEM BLANK. Click Next.
  - f) Type the complete name, position of the School Head and the School's Contact No., click next.
  - g) **Congratulations! You have finished the Online Submission of your TIER 1 School's Budget Proposal!!**

