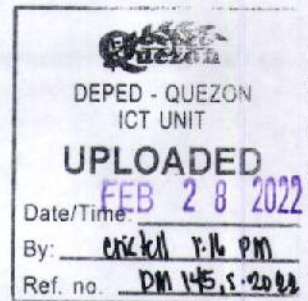




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



23 February 2022

**DIVISION MEMORANDUM**

DM No. 145, s. 2022

**SEMINAR-WORKSHOP ON THE PREPARATION & CONSOLIDATION  
OF THE FY 2023 BUDGET PROPOSALS**

To: **OIC – Assistant Schools Division Superintendents**  
**Division Chief – SGOD**  
**School Heads of Implementing Unit (IU)**  
**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 SGOD Planning Unit and Administrative Personnel Unit, will conduct a **Seminar-Workshop on the Preparation & Consolidation of the FY 2023 Budget Proposals on March 7 - 9, 2022. The venue to be announced.**
2. This activity aims to (1) provide directions to Implementing Units on the preparation of Budget Proposal based on their respective thrusts and priorities; (2) continued adoption of budget administrative reforms such as Two (2) – Tier Budgeting Approach (2TBA), program based budgeting structure through Program Expenditure Classification approach (PREXC); and the Unified Account Code Structure (UACS); (3) Ensure that all operations are on schedule and that their appropriated budgets can be fully obligated and disbursed within the fiscal year of FY 2023.
3. The **expected participants are the Accountant I/Senior Bookkeeper** of the Implementing Units. In case the Accountant I/Senior Bookkeeper cannot attend, the

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- School Head of the Implementing Unit shall assign another school personnel to act as replacement.
4. The participants from the Implementing Units are expected to prepare and submit to the Division Budget Section their FY 2023 Budget Proposals at the end of this activity.
  5. All the participants are expected to observe the minimum health protocols in accordance with the IATF/DOH guidelines throughout the duration of the Activity. Furthermore, all are required to bring with them a duly signed Health Declaration Form by their respective District Nurse-in-charge.
  6. A registration fee of Php 5,200.00 shall be collected and shall be charged against the School MOOE, along with the Travel Expenses to be incurred in this activity, subject to the usual accounting rules and procedures.
  7. 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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