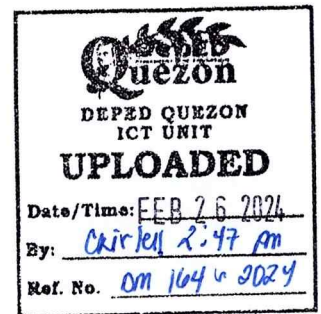




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



22 February 2024

DIVISION MEMORANDUM
 DM No. 164, s. 2024

WORKSHOP IN THE PREPARATION OF THE FY 2025 BUDGET PROPOSALS FOR IMPLEMENTING UNITS (IUs)

To: Assistant Schools Division Superintendents
Division Chiefs – CID & SGOD
Public Schools District Supervisors
School Heads – Implementing Units (IUs)
All Others Concerned

1. With reference to the National Budget Memorandum No. 149 entitled, “National Budget Call for FY 2025”, and in compliance with DepED Regional Memorandum No. 102, s. 2024, this Office through the Budget Unit, will conduct the **Workshop in the Preparation of the FY 2025 Budget Proposals for Implementing Units (IUs)** on February 28, 29 & March 1, 2024.
2. This activity aims to orient the participants of the data, the references and the working papers to be used in the preparation of the FY 2025 Budget Proposals.
3. The participants are requested to bring laptops and extension wires to be used for this scheduled activities:

DAY	ACTIVITY/OUTPUT	Key Personnel
1	Discussion of Guidelines, References & Working Papers	Planning/Personnel/Budget /Accounting personnel
2	Workshop: Preparation of the Budget Proposals	Accountant I/Senior Bookkeepers
3	SDO Consolidation & Submission of Budget Proposals	Budget personnel/ Accountant I/Senior Bookkeepers

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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4. This activity is live-in, and participants may avail of accomodation for Day 0 (February 27), and the first meal to be served is Breakfast, on Day 1 (February 28).
5. 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.
6. The venue and registration fee will be announced in a separate Memorandum.
7. Immediate dissemination and compliance of this Memorandum is earnestly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

budcap02/22/2024

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Enclosure 1

List of Working Papers

- BP_WP_#1_TIER1_PSLevel(FilledPos.)_12.31.23_FY 2025
- BP_WP_#2_TIER1_PSLevel(UnfilledFilledPos.)_2.28.23_FY 2025
- BP_WP_#3_FY 2025_2BoncodinFormula_TIER1
- BP_WP_#4_FY 2025_2BoncodinFormula_TotalProposedBudget
- BP_WP_#5_FY 2025_BP201B_ES and SHS-SA
- BP_WP_#6_FY 2025_BP201B_JHS (IUs and Non-IUs)
- BP_WP_#7_FY 2025_BP201B_SHS (IUsIntegrated)
- BP_WP_#8_FY 2025_Support_All Forms
- BP_WP_#9_FY 2025_Correction_Of_School_Name
- BP_WP_10.1_FY-2025_Consolidator_BP201_ES-and-SHS-SA
- BP_WP_11_FY-2025_Consolidator_ChalkAllowance
- BP_WP_12_FY-2025_Consolidator_OtherProposals
- BP_WP_13_FY-2025_Consolidator_BPForm201ABD_perSDOs

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