



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



28 April 2022

**DIVISION MEMORANDUM**

DM No. 339, s. 2022

**DIVISION WORKSHOP FOR THE PREPARATION & CONSOLIDATION OF FUNDING REQUIREMENTS FOR VARIOUS PERSONNEL BENEFITS**

**To: Assistant Schools Division Superintendents  
Division Chief – SGOD  
School Heads of Implementing Unit (IU)**

1. With reference to the FY 2022 GAA & DBM National Budget Circular No. 587 requiring the submission of Special Budget Request (SBR) for Appropriations classified as For Later Release (FLR) and the "Regional Coordination Meeting of Schools Division Offices & Implementing Units", this Office, through the Budget Section and Personnel Unit, will conduct a **Division Workshop for the Preparation & Consolidation of Funding Requirements for Various Personnel Benefits on May 4 - 5, 2022**. *The venue to be announced.*
2. This activity aims to orient the participants with the salient features of FY 2022 GAA & NBC 587 with regards to the submission of funding requirements, and guidelines in the utilization of various funds for personnel benefits, and to prepare the necessary working papers for those. *See attached Annex for the list.*
3. The **expected participants are the Accountant I/Senior Bookkeeper** of Implementing Units. They are required to bring their own Laptop, and extension wires.
4. The Participants are expected to submit all of the funding requirements after this Activity.

DEPEDQUEZON-TM-SDS-04-009-003



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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 their vaccination cards.
6. A registration fee of Php 4,000.00 shall be collected from each participant for food and accomodation chargeable against MOOE or local funds, along with the Travel Expenses to be incurred in this activity, subject to the usual budget, accounting and auditing rules and regulations.
7. For clarifications and other concerns, kindly coordinate with Ms. Catherine A. Pureza, AO V (*Finance*), via email at [catherine.pureza001@deped.gov.ph](mailto:catherine.pureza001@deped.gov.ph).
8. Immediate dissemination and compliance of this Memorandum is earnestly desired.

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

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*Annex*

1. Working Paper for Request of Funds for the Newly Hired Personnel (NSPP), *not captured by the FY 2022 General Appropriations Act Comprehensive Release.*
2. Working Paper for Request of Funds for the FY 2022 Increase in PhilHealth Contributions.
3. Working Paper for Request of Funds for the FY 2022 Grant of Cash (Chalk) Allowance.
4. Working Paper for Request of Funds for the FY 2022 Grant of Loyalty Payment.
5. Working Paper for Request of Funds for the FY 2022 Special Hardship Allowance.
6. Working Paper for Request of Funds for the FY 2022 ERFs, MTs and Reclassification of Positions.
7. Working Paper for Request of Funds for the FY 2022 Magna Carta for Public Health Workers.

