



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

Quezon	
DEPED QUEZON ICT UNIT	
UPLOADED	
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29 July 2024


OFFICE MEMORANDUM
OM No. 155, s. 2024

BUDGETING KEYS FOR ANNUAL TRIANGULATION ACTIVITY

To: Assistant Schools Division Superintendents
Chiefs – CID & SGOD
Heads – Unit & Section
All Others Concerned

This is to furnish, **as attached**, all Offices, a list of essential financial components for effective budgeting. This is to be used to provide guidance in the computation of requested funds for various programs, projects, and activities during the Annual Triangulation Activity.

This list originates from the commonly submitted transactions. And, additional components may still be requested depending on the nature of the PPA's presented.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

budcap07/29/2024

DEPEDQUEZON-TM-SDS-04-010-005



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TRIANGULATION GUIDE (BUDGET)

OBJECT OF EXPENDITURES	BASIS OF FUND REQUEST	COMMONLY TAG OFFICES
Traveling Expenses - Local	Itinerary of Travel Fare Matrix Calendar of Activities	ALL
Training Expenses	No. of Participants No. of Days Inclusive Meals Accommodation Venue Program Matrix CO/RO Memos	ALL
ICT Office Supplies		
Office Supplies Expenses		
Semi-Expendable Machinery	Current Office Inventory (RPCPPE)	
Semi-Expendable Office Equipment	List of Reports & frequency of submission (reports related)	
Semi-Expendable - ICT Equipment	POW (R&M related)	
Semi-Expendable Communications Equipment	RSMI/RIS	ALL
Semi-Expendable Disaster Response and Rescue Equipm	WMR	
Semi-Expendable Medical Equipment		
Semi-Expendable Printing Equipment		
Semi-Expendable Other Machinery and Equipment		
Semi-Expendable Furniture and Fixtures		
Other Supplies and Materials Expenses		
Accountable Forms Expenses	RAAF Transaction History Calendar of Activities	CASH ACCOUNTING
Drugs and Medicines Expenses	Summary Medical records	ALL
Medical, Dental and Laboratory Supplies Expenses	Current Inventory	
Fuel, Oil and Lubricants Expenses	Monthly Fuel Consumption Report Trip Ticket Bill history Registered Vehicle Calendar of Activities	ALL
Water Expenses	Bill History	GSS
Electricity Expenses	Bill History	GSS
Postage and Courier Services	Transaction History Bill History Prevailing cost of courier/postage	LEGAL PROCUREMENT PERSONNEL TM
Telephone Expenses - Mobile	No. of recipients	ALL
Telephone Expenses - Landline	Bill History	GSS
Internet Subscription Expenses	Bill History	GSS
Awards/Rewards Expenses	No. of Activities No. of Recipients Cost of Tokens/Plaques Meals & Venue Other Supplies & Materials	PRAISE
Legal Services	Transaction History Prevailing rate Notarial Fee	LEGAL PROCUREMENT
Auditing Services	Itinerary of Travel	COA

TRIANGULATION GUIDE (BUDGET)

OBJECT OF EXPENDITURES	BASIS OF FUND REQUEST	COMMONLY TAG OFFICES
Other Professional Services	Salary of Target Speaker	ALL
Janitorial Services	No. of JO Utility CY Contract	GSS
Other General Services	No. of JO Clerk CY Contract	ALL OFFICES W/ JO PERSONNEL
Security Services	No. of Security Guard CY Contract	GSS
Repairs and Maintenance - Buildings	Inspection Report PPELC POW	GSS
Repairs and Maintenance - Other Structures	Inspection Report PPELC POW	GSS
Repairs and Maintenance - Motor Vehicles	Full Diagnostic Test PPELC POW	GSS
Repairs and Maintenance - ICT Equipment	CY Inventory	ICT
R&M - ICT Machinery and Equipment	Inspection Report	ALL OFFICES
R & M - Semi-Expendable ICT Equipment	PPELC	
Repairs and Maintenance - Machinery		
Repairs and Maintenance - Office Equipment		
<i>Repairs and Maintenance - Communication Equipment</i>		
<i>R & M - Disaster Response and Rescue Equipment</i>		
Repairs and Maintenance - Medical Equipment		
R&M - Printing Equipment		
R & M - Other Machinery and Equipment	CY Inventory	ALL OFFICES
Repairs and Maintenance - Furniture and Fixtures	Inspection Report	GSS
Repairs and Maintenance - Machinery and Equipment	PPELC	PROPERTY
R & M - Semi-Expendable Machinery	POW	SGOD - DRRM
R & M - Semi-Expendable Office Equipment		
<i>R & M - Semi-Expendable Communications Equipment</i>		
<i>R&M - Semi-Expen Disaster Resp & Rescue Equipt.</i>		
R & M - Semi-Expendable Medical Equipment		
R & M - Semi-Expendable Printing Equipment		
R & M - Semi-Expendable Other Machinery & Equipt.		
R & M - Semi-Expendable Furniture and Fixtures		
Taxes, Duties and Licenses	List of Taxable properties Tax Computation	TM GSS ACCOUNTING
Fidelity Bond Premiums	List of Bonded Officers Computation of Bond	GSS CASH PROPERTY TM
Insurance Expenses	List of Insurable properties Insurance Computation	TM GSS ACCOUNTING

TRIANGULATION GUIDE (BUDGET)

OBJECT OF EXPENDITURES	BASIS OF FUND REQUEST	COMMONLY TAG OFFICES
Transportation and Delivery Expenses	Vehicle for Hire Fare Matrix No. of deliveries Target locations	PROPERTY CID - LRMDC
ICT Software Subscription	Current Contract Costing	ICT
Library and Other Reading Materials Subs. Expenses	Prevailing Market Price	CID - LRMDC
Website Maintenance	Current Contract Costing	ICT
Petty Cash	Approved estimates of detailed petty cash expenses Office policy/process	TM GSS