



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

UNNUMBERED MEMORANDUM

TO: Public Schools District Supervisors
Elementary School Heads
Junior High School Heads – Non IUs
~~Senior High School Heads – Non IUs~~

FROM: **ELIAS A. ALICAYA, JR.** *gav*
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

SUBJECT: **ONLINE SUBMISSION OF THE 2022 SCHOOL BUDGET PROPOSAL FOR MOOE**

DATE : **February 22, 2021**

With reference to National Budget Memorandum No. 138, s. 2021 dated January 6, 2021 to comply with the submission of the 2022 Consolidated Schools Division Budget Proposal, the Budget and the Planning Sections will conduct its **“On – Line Submission of the FY 2022 School Budget Proposal for MOOE” on February 22 - 26, 2021.**

The objectives of this School-based Budget Preparation are (1) to provide the School Heads time to analyze their budget proposals and realigned it with **their** School Improvement Plan (SIP)/Annual Implementation Plan (AIP) with the help of the School Planning Team (SPT), and (2) to minimize the error in the computation of the budget estimates and the Division consolidation thereof.

For monitoring purposes, the status of submission will be posted at the DepED Quezon PSDS Group, on each day covering the online submission period. While **the** deadline for the submission of the printed copies of Budget Form 2 is on or before the 15th day of March, 2021. **Please see attached Enclosure I for the work instruction.**

The Budget Proposal for the Personnel Services (PS) Fund will be prepared by the SDO Personnel Section.

For your guidance and strict compliance.

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|---|------------------------|
|  DEPED - QUEZON ICT UNIT | |
| UPLOADED | |
| Date/Time: | <u>02/22/21</u> |
| By: | <u>Rommel</u> |
| Ref. no. | <u>YM 044, S. 2021</u> |

budcap02/19/2022

DEPEDQUEZON-TM-SDS-04-010-003



“Creating Possibilities, Inspiring Innovations”
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Enclosure 1

WORK INSTRUCTION:

1. Following these links:
 - A. For the Downloading & Printing of Budget Form 2:
 - For ES, JHS, & SHS ► <https://tinyurl.com/2022BF2>
 - B. For the Total amount of Budget per School
 - For Elementary ► <https://tinyurl.com/2022BP-ES>
 - For JHS – Non IUs ► <https://tinyurl.com/2022BP-JHS>
 - For Senior HS – Non Ius ► <https://tinyurl.com/2022BP-SHS>
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 **ON – LINE Submission**, follow this link ► <https://tinyurl.com/2022BP-NON-IUS>
 - 4.1 Select your District Office, click next.
 - 4.2 Select your School Level – Elementary, Junior High School (Non Ius), or Senior High School (Non Ius).
 - 4.3 Type your EBEIS School ID, and complete School Name, click next.
 - 4.4 Transfer the amount in your accomplished Budget Form 2 (BF 2) School Budget Proposal for MOOE. If you don't have any allocated amount for an object of expenditure, just type "0". **DO NOT LEAVE ANY ITEM BLANK.** Click Next.
 - 4.5 Type the complete name, position of the School Head and the School's Contact No., click next.
 - 4.6 **Congratulations!** You have finished the On-Line Submission of your School's Budget Proposal!!

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