



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

March 11, 2021

OFFICE MEMORANDUM

No. **089**, s. 2021

To: Regional Office Division Chiefs
 All Others Concerned

**PARTICIPANTS TO THE WORKSHOP ON THE PREPARATION
 OF FY 2022-2024 BUDGET PROPOSALS**

1. To facilitate the preparation of the FY 2022-2024 Budget Proposals of the Region and Schools Division Offices (SDOs), this Office, through the Finance Division (FD) and the Policy Planning and Research Division (PPRD) shall conduct a two-day Workshop on the Preparation of FY 2022-2024 Budget Proposal on March 15-16, 2021 at the RELC NEAP-VIII.

2. The expected participants to the workshop are as follows:

Regional Office Division	Expected Participant/s	No. of Pax
Office of the Regional Director	RD/ARD and ITO I	2
Curriculum and Learning Management Division	Chief and EPSvrs in-charge for ALS and LRMDS	3
Education Support Services Division	Chief and Engineer	2
Administrative Division	Chief	1
Finance Division	Chief, SAO, Budget Officer	3
Policy Planning & Research Division	Chief, EPSvr, Planning Officer, AdAs	4
	TOTAL	15

3. Expenses for the meals (2 lunch and 4 snacks) and venue rental incurred relative to the conduct of the activity shall be charged to PPRD Training Funds, subject to the usual government accounting and auditing rules and regulations. The schedule of activities is attached for reference.

4. Immediate dissemination of and compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
 Regional Director
 DEPARTMENT OF EDUCATION
 REGION VIII - EASTERN VISAYAS
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PPRD-MBG



WORKSHOP ON THE PREPARATION OF FY 2022-2024 BUDGET PROPOSALS

March 15 & 16, 2021 | RELC NEAP-VIII

TIME	ACTIVITY/TOPIC	SPEAKER/FACILITATOR
DAY 1		
09:00-10:00	Opening Program	
10:00-11:00	FY 2022-2024 Budget Considerations	Alma E. Suyom FD Chief
11:00-12:00	Guidelines in Preparing the FY 2022-2024 Plan and Budget Proposal	Isidro C. Catubig PPRD Chief
12:00-01:00	LUNCH BREAK	
01:00-02:00	NEDA & DBM's Comments/ Recommendations/ Suggestions Applicable to DepEd VIII FY 2022 Proposed Projects	Gary Jay N. Calipayan Budget Officer
02:00-03:00	Guidelines and Costing Parameters of Proposed Infrastructure Projects	Ryan Jay L. Bagon Engineer
03:00-04:00	Presentation and Demonstration on the Budget Proposal templates	Mark Lito B. Gallano Planning Officer
04:00-05:00	Presentation and Critiquing of selected Pre-Workshop Outputs (2 Divisions)	
DAY 2		
08:00-12:00	Workshop: Preparation and Enhancement of the Budget Proposals based on the Orientation	
12:00-01:00	LUNCH BREAK	
01:00-03:00	Presentation and Critiquing of selected Post-Workshop Outputs (5 Divisions)	
03:00-04:00	Submission of Outputs, Ways Forward, and Closing Program	

