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Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR FINANCE

OFFICE OF THE DIRECTOR IV	Signature
07 MAY 2021 4:45	Signature
Date and Time Released	Signature
10 MAY 2021 1:45	

MEMORANDUM
 OUF-2021-0311

TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 REGIONAL AND SCHOOLS DIVISION FINANCE OFFICERS
 ALL OTHERS CONCERNED

DEPARTMENT OF EDUCATION RECEIVED	
RECORDS SECTION REGIONAL OFFICE NO. VIII	
MAY 07 2021	
BY:	TIME: 5:00pm

FROM :
 ANNALYN M. SEVILLA
 Undersecretary

RAMON FIEL G. ABCEDE
 Assistant Secretary



SUBJECT : ADVISORY ON ENCODING AND SUBMISSION OF BUDGET
 PREPARATION FORMS THRU THE ONLINE SUBMISSION OF BUDGET
 PROPOSALS SYSTEM (OSBPS) FOR THE FISCAL YEAR 2022

DATE : May 5, 2021

Pursuant to National Budget Memorandum No. 138¹ issued by the Department of Budget and Management (DBM) on January 6, 2021, the deadline for submission of the CY 2022 Agency Budget Proposals (Tiers 1 and 2) thru the Online Submission of Budget Proposals System Version 2.0 (OSBPS v2.0) is on May 11, 2021. All concerned shall accomplish the Budget Preparation (BP) Forms listed in Annex B of NBM No. 138 (BP Guidelines, Forms and Instructions) through the OSBPS v2.0, if applicable, as shown in the table below:

BP Forms	Central Office	Regional Office	Division Office & Non-IU Sec. Schools	IU Sec. Schools
BP Forms A, B, C and D	✓	N/A	N/A	N/A
BP Forms 100, 100-A, 100-B and 100-C	✓	Central Office shall facilitate the encoding of these forms		
BP Form 201 - Actual Obligations	✓			
BP Form 201 - Agency Request	✓	✓	✓	✓
BP Form 202	if applicable	N/A	N/A	N/A
BP Form 203	if applicable	N/A	N/A	N/A
BP Form 204	if applicable	N/A	Personnel Services (PS) Requirement of Casual Employees in the Schools	
BP Form 205	✓	✓	✓	✓

¹ DBM NBM No. 138 dated January 6, 2021 "National Budget Call for FY 2022"

6x10 pmml
 5/7/21



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(Mandatory and Optional Retirees)				
BP Form 300	✓	N/A	N/A	N/A

All units concerned shall set up their workflow process per applicable BP Form similar to the Unified Reporting (URS) workflow and shall start the encoding of all applicable BP Forms thru the OSBPS v2.0 (<https://apps.dbm.gov.ph>). Excel files of BP Form 201 - Agency Request (Tier 1 Level) to be encoded in the OSBPS v2.0 can be accessed through this link: <https://tinyurl.com/OSBP2022>. Excel files for the Tier 2 level shall follow once the Total Proposal of DepEd has been finalized.

In encoding the FY 2022 Tier 1 Budget Proposals in the BP Form 201 - Agency Request, kindly observe the following:

DOs	DON'Ts
1. Reallocation/modification of Maintenance and Other Operating Expenses (MOOE) items from one object to another, which is applicable in your respective operations but not to exceed the total MOOE per operating unit.	1. Using the following unnecessary objects of expenditures: <ul style="list-style-type: none">• Textbooks and Other Instructional Materials (since this is a centrally-procured item);• Subsidy (applicable for CO, RO, and SDO level only)• Cash Allowance to Teachers (applicable for RO level only); and• Other MOOE items not necessary in your respective operations.
	2. Encoding of interfaceable PS items (e.g., Basic Salary, PERA, Bonuses, etc., since these will be uploaded by the DBM thru GMIS)
	3. Adding zeroes in the amount provided, which will result in exceeding the total Tier 1 ceiling.
	4. Exceeding the total amount provided.

Further reminder before the final submission of selected BP Forms of each OUs, the encoded amounts should be validated first, in conformity with the matrix provided by the Central Office.

For queries and concerns on OSBP account, you may coordinate with your respective DBM regional analyst or email at ictsshelpdesk@dbm.gov.ph.

For strict compliance.