



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

March 3, 2022

REGIONAL MEMORANDUM

No. **175**, s. 2022

ENCODING OF BUDGET PREPARATION FORMS THRU THE ONLINE SUBMISSION OF BUDGET PROPOSALS SYSTEMS (OSBPS) FOR THE FISCAL YEAR 2023

To: Schools Division Superintendents
All Others Concerned

1. Pursuant to National Budget Memorandum No. 142 issued by the Department of Budget and Management (DBM) on January 12, 2022, **the deadline for the submission of CY 2023 Agency Budget Proposals (Tiers 1 and 2) thru the Online Submission of Budget Proposals System Version 2.0 (OSBPS v2.0) is on May 31, 2022.** All concerned shall accomplish the Budget Preparation (BP) Forms 201 A & B and 204 TIER 1 and 2 through the OSBPS v2.0.
2. 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 selected BP Forms to be encoded in the OSBPS v2.0 can be accessed through this link: <https://tinyurl.com/OSBP2023>. Excel files for the Tier 2 level shall follow once the Total Proposal of DepEd has been finalized.
3. In encoding the FY 2023 Tier 1 Budget Proposals in the BP Form 201 - Agency Request, kindly observe the following:

DOs	DON'Ts
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<p>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 units.</p>	<p>1. Using the following unnecessary objects of expenditures:</p> <ul style="list-style-type: none"> • Textbooks and Other Instructional Materials (since this is a centrally-procured item); • Extraordinary and Miscellaneous Expenses (applicable for CO and RO level only) • Cash Allowance to Teachers (applicable for RO level only); and • Other MOOE items not necessary in your respective operations.
	<p>2. Encoding of interfaceable PS items (e.g. Basic Salary, PERA, Bonuses, etc., since these will be uploaded by the DBM thru GMIS)</p>
	<p>3. Adding zeroes in the amount provided that will cause in exceeding the total Tier 1 ceiling.</p>
	<p>4. Exceeding the total amount provided.</p>

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

5. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

FD-BS-GJNC

