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

October 14, 2022

REGIONAL MEMORANDUM

No. **1175**, s. 2022

PROCESSING OF REQUEST FOR PERSONNEL SERVICES (PS) DEFICIENCIES IN FISCAL YEAR (FY) 2022

To: Schools Division Superintendents
All Others Concerned

- Attached is an Advisory from the Department of Budget and Management (DBM) Regional Office VIII entitled "Processing of Request for Personnel Services (PS) Deficiencies in Fiscal Year (FY) 2022" dated October 13, 2022, for information and guidance of all concerned.
- Immediate dissemination of and strict compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director 10/14

Enclosures: DBM RO-VIII Advisory, dated October 13, 2022

References: None

To be indicated in the Perpetual Index under the following subjects:

DBM GUIDELINES

FD-BS-GJNC



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Date and Time Received
14 OCT 2022
Signature
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REGION VIII

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REGION VIII

ADVISORY
October 13, 2022

For : **The Schools Division Superintendents and Heads of Implementing Unit Secondary Schools, Department of Education (DepEd) Region VIII**

ATTENTION: FMO/Budget Officer/Bookkeeper

From : The Regional Director, DBM Regional Office VIII

Subject : **PROCESSING OF REQUESTS FOR PERSONNEL SERVICES (PS) DEFICIENCIES IN FISCAL YEAR (FY) 2022**

- 1.0 This is in relation to DBM Circular Letter (CL) No. 2022-12¹ dated October 7, 2022 which was issued to prescribe the guidelines in the processing of requests for the release of funds to cover requirements for PS deficiencies in FY 2022.
- 2.0 With the depletion of the amount appropriated for Miscellaneous Personnel Benefits Fund (MPBF) in the FY 2022 General Appropriations Act (GAA), departments/agencies are hereby instructed to utilize the following available funding sources that may be used for PS related deficiencies:
 - 2.1 Available PS allotments realized from unspent compensation/benefits of employees as mentioned in item 5.3.3 of National Budget Circular (NBC) No. 587², as follows:
 - a. Incurrence of leaves of absence without pay;
 - b. Vacant positions on account of termination, resignation, transfer, retirement or separation;
 - c. Delay in the actual assumption of duty from the date of appointment;
 - d. Suspension and other disciplinary sanctions;

¹ Processing of Requests for Personnel Services (PS) Deficiencies in Fiscal Year (FY) 2022
² Guidelines on the Release of Funds for FY 2022 dated January 3, 2022

DRD email
10/14/22

- e. Erroneous computations of PS benefits; or
 - f. Other similar instances
- 2.2 Any FY 2022 unreleased PS appropriations.
- 3.0 In the case the PS allotments are not available, the Head of Department/Agency may submit to DBM a Special Budget Request for the issuance of a Special Allotment Release Order (SARO) authorizing the payment for the PS deficiencies, as follows:
- 3.1 All agencies/units under decentralized departments shall submit their requests to their respective Central Offices, for evaluation/consolidation; and**
 - 3.2 All department/agencies including the Central Office of decentralized departments shall submit their requests to the DBM Central Office.**
- 4.0 Further, it is suggested that coordination be made with **DepEd Regional Office VIII** for any instructions.
- 5.0 Thank you.


IMELDA C. LACERAS, CESO III