



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

No. 199 s. 2022

TO : Division Accountant
Division Budget Officer
Senior Bookkeepers of Implementing & Operating Units
Administrative Officer IV - Personnel

FROM : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **DEPED 2ND FULL-TIME DELIVERY UNIT (FDU) MEETING**

DATE : October 21 2022

1. In line with the DBM Regional Advisory No. 2022-11 re: DepEd 2nd Full Time Delivery Unit (FDU) Meeting on October 26, 2022, the above participants are required to attend the said activity at the Assistant Schools Division Superintendent's office as venue for better internet access and face to face discussion during the crafting of BED 3 workshop.
 2. For the workshop purposes, Senior Bookkeepers of implementing units are required to bring their own laptops, National Expenditure Program (NEP) 2023, and BED 3 template.
 3. All expenses relative to the said seminar will be chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
 4. For immediate dissemination and strict compliance.
- WJ



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE VII

DBM Regional Advisory No. 2022-11
October 11, 2022

Subject: DepEd 2ND FULL-TIME DELIVERY UNIT (FDU) MEETING

**Attention: REGIONAL DIRECTOR, SCHOOLS DIVISION
SUPERINTENDENTS AND SCHOOL HEADS**

- 1.0 Pursuant to Circular Letter No. 2015-8, the DBM RO VII will conduct the FY 2022 2nd Full-Time Delivery Unit (FDU) Meeting with DepEd implementing units via Google Meet (link indicated below) on the following dates:


| Schools Division Offices (SDO) | Date and Time | Google Meet Link |
|---|--|---|
| Regional Office VII, Bogo City, Danao City, Cebu Province, Mandaue City, Naga City and Talisay City | October 24, 2022, 8:30 AM - 4:00 PM | https://meet.google.com/wxv-cn xv-wgy |
| Bohol Province, Tagbilaran City and Cebu City | October 26, 2022, 8:30 AM - 4:00 PM | https://meet.google.com/wrn-gwzz-nnh |
| Bais City, Bayawan City, Canlaon City, Carcar City, Dumaguete City, Guihulngan City, Lapu- Lapu City, Negros Oriental, Siquijor, Tanjay City and Toledo City | October 27, 2022, 8:30 AM - 4:00 PM | https://meet.google.com/mhi-jxva-yiy |

2.0 In this regard, we would like to request your presence together with the following personnel/officials to the said FDU Meeting:

- a. For the Regional Office VII
 - Assistant Regional Director
 - Chief Finance Officer;
 - Planning Officer;
 - Budget Officer;
 - Chief Accountant; and
 - HRMO.
- b. For the Schools Division Offices (SDOs)
 - Budget Officer;
 - Accountant; and
 - HRMO.
- c. For the Operating Units (OUs)
 - Senior Bookkeeper

3.0 Among others, this activity aims to orient and familiarize the participants with the various budget-related and staffing modification guidelines and updates. Relatedly, participants are requested to be ready with the approved budget for the SDOs and OUs per FY 2023 National Expenditure Program (NEP). This will be used in the workshop activity on the preparation of the FY 2023 Monthly Disbursement Program.

4.0 For information and compliance. We look forward to having you all in this activity. Thank you and God bless.

 Digitally
signed by
Bernales
Lenin Sotto

LENIN S. BERNALES
Acting Director IV

 Digitally
signed by
Request
Manager
Utayan

**2ND FULL TIME DELIVERY UNIT MEETING
DEPARTMENT OF EDUCATION REGION VII
October 24, 26 & 27, 2022**

PROGRAMME OF ACTIVITIES

| TIME | ACTIVITY | RESPONSIBLE UNIT/PERSON |
|------------------|--|--|
| | Emcee: Hans Storm N. Sasam, BMAN | DBM |
| 8:30 - 8:45 AM | Preliminaries Invocation Philippine National Anthem Opening Remarks | DBM Lenin S. Bernales Acting Director IV |
| 8:45 - 9:15 AM | Proper Filling-up of Monthly Disbursement Program (MDPs) | Annie J. Linguis SPBMS |
| 9:15 - 9:45 AM | PS Deficiency Requests: 1. Newly-hired (NCA only) 2. Whole year (with SARO) | Vanessa T. Ylagan Sr. BMS |
| 9:45 - 10:25 AM | Reminders, Issues/Concerns and Reiteration of Guidelines of the Following Budgetary Requests: 1. Issuance of SARO and NCA for Monetization of Leave Credits (MLC) 2. Issuance of NCA for Sub-Allotment Release Order (Sub-ARO) 3. Issuance of SARO and NCA for Terminal Leave Benefits (TLB) 4. Issuance of NCA for Lapsed NCA | Zarah Leigh A. Ranile Acting CBMS |
| 10:25 - 10:30 AM | Health Break | |

| | | |
|------------------|---|---|
| 10:30 - 11:30 AM | <p>Updates and Reminders on Staffing Modification Requests:</p> <ol style="list-style-type: none"> 1. Reclassification of Positions (new format for ERF requests) 2. Transfer of Positions 3. Monthly Updating of PSIPOPOP <p>Common Unified Reporting System (URS) / Action Document Releasing System (ADRS) Issues</p> | Helen S. Mionda Sr. BMS |
| 11:30 - 12:00 PM | <p>General Reminders on the following:</p> <ol style="list-style-type: none"> 1. Strict compliance with the submission of BFARs in the URS 2. Change of authorized users for DBM Applications 3. Timelines as reflected in the Joint Regional Memorandum Circular No. 1, s. 2022 (JRMC) | Karla Mae T. Tobis BMS II |
| 12:00 - 1:00 PM | Lunch Break | |
| 1:00 - 2:00 PM | Open Forum | DBM |
| 2:00 - 3:45 PM | <p>Workshop Activity:</p> <ol style="list-style-type: none"> 1. MDP Preparation 2. Preparation of Worksheet for PS Deficiency - Newly-hired Request 3. Preparation of Worksheet for PS Deficiency – Whole Year Computation | DBM - c/o Division Concerned |
| 3:45 - 4:00 PM | Closing Remarks | Maricor U. Baquial Acting Director III |