



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

September 29, 2023

DIVISION MEMORANDUM

No. 424 s. 2023

**BUDGET PLANNING AND PREPARATION FOR ELEMENTARY AND
SECONDARY SCHOOL HEADS FOR FY 2024**

To: Assistant Schools Division Superintendents
Division Chiefs
Unit Heads of the OSDS
Elementary and Secondary School Heads
All Others Concerned

1. Anent to DO No. 050, s. 2020 on the DepEd Professional Development Priorities for Teachers and School Leaders for School Year 2020-2023, Domain 2: Managing School Operations and Resources is given emphasis. Hence, Budgeting is a crucial process in school operation because it enables the schools to plan and manage their financial resources to support implementing their programs, projects, and activities. As such, to ensure that budget proposals for the PPAs of the schools are responsive to the Learning Recovery Plan (LRP), DEDP, and the DepEd MATATAG agenda and responsibly translate these educational programs into financial resource plans. To realize this, there will be a Budget Planning and Preparation for Elementary and Secondary Schools for FY 2024 on October 6, 2023, at a venue to be announced later.
2. The objectives of the activity are as follows:
 - a. review, align, and harmonize the Organization's Performance and Commitment Review (OPCR) with the Schools' Annual Implementation Plan and OPCRf;
 - b. equip school heads with the essential skills and knowledge needed for effective budget planning;
 - c. capacitate participants in developing, analyzing, and controlling budgets, ensuring alignment with organizational goals; and
 - d. ensure that the budget of schools allotted to different Programs, Projects, and Activities (PPAs) is aligned with the MATATAG Agenda and BULAKENYO Program of the division.



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3. Participants to this activity are the Assistant Schools Division Superintendents, Division Chiefs, Unit heads of the OSDS, public schools district supervisors, select thirty-three (33) elementary school heads (to be identified by their PSDSs) and select thirty-three (33) secondary school heads (to be identified by the secondary schools EDDIS chairs). It is expected that participants bring laptop, and documents necessary for their output preparation.
4. It is expected that participants observe minimum health protocol for continuous prevention of any infectious diseases.
5. This Memorandum shall serve as the travel authority of all participants.
6. All expenses to be incurred in the aforesaid activity shall be charged against MOOE funds subject to usual accounting and auditing rules and regulations.
7. Immediate dissemination and compliance with this Memorandum are earnestly desired.


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Schools Division Superintendent