



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. *130*, s. 2022

08 FEB 2022

GUIDELINES AND TIMELINES ON THE SUBMISSION OF BUDGETARY REQUESTS TO DBM

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
PSDS/DIC
School Heads
Implementing Units
All Others Concerned

1. For the information and guidance of all concerned, attached herewith is a copy of Joint Regional Memorandum Circular No. 1, s. 2022 dated January 28, 2022, signed by the Regional Directors Lenin S. Bernales and Salustiano T. Jimenez, entitled as '**GUIDELINES AND TIMELINES ON THE SUBMISSION OF BUDGETARY REQUESTS TO DBM**'.
2. Kindly take note on the timelines under No. **3.0 Specific Guidelines** and the office responsible for its submission.
3. Immediate dissemination of and compliance with this Memorandum is directed.

MPaulin
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent *g*
2/18/22



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**DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) REGION VII
DEPARTMENT OF EDUCATION (DepEd) REGION VII**

**Joint Regional Memorandum Circular No. 1, s. 2022
January 28, 2022**

TO: ALL SCHOOLS DIVISION SUPERINTENDENTS, PUBLIC SCHOOLS DISTRICT SUPERVISORS, SCHOOL HEADS, DESIGNATED HUMAN RESOURCE PERSONNEL OFFICERS, ACCOUNTANTS, BUDGET OFFICERS, BOOKKEEPERS AND OTHER CONCERNED OFFICIALS

SUBJECT: GUIDELINES AND TIMELINES ON THE SUBMISSION OF BUDGETARY REQUESTS TO DBM

1.0 Background

Pursuant to Administrative Order (AO) No. 46, s. 2015, all Heads of Agencies and Departments are directed to facilitate the implementation of programs and projects in order to realize the intended economic and social goals of the government for FY 2015 and subsequent years.

2.0 Objective

To ensure that implementing units (IUs) under the coverage of DepEd Region VII function in an environment where execution of programs and projects are undertaken promptly and in accordance with the set timelines or targets, the guidelines/timelines prescribed hereunder shall be strictly adhered to.

3.0 Specific Guidelines

Nature of request	Receipt of request by DBM-Region VII		Remarks
	Start date	End date	
1. Monetization of Leave Credits (MLC) (1 st Batch)	March 1, 2022	March 31, 2022	MLC shall be limited to payment for critical health, medical and hospital needs of the government employees and immediate members of their families
2. Monetization of Leave Credits (MLC) (2nd Batch)	September 1, 2022	September 30, 2022	

Nature of request	Receipt of request by DBM-Region VII		Remarks
	Start date	End date	
			pursuant to Budget Execution Advisory (BEA) No. 2 dated February 17, 2021 (subject to updates in accordance with the guidelines to be issued for the utilization of the FY 2022 Pension and Gratuity Fund).
3. Requests for issuance of NOSCA (staffing modifications, i.e., ERFs, reclassification of positions, MTs, conversion of positions)	January 3, 2022 (As per approved letter request from RD Jimenez of DepEd RO VII dated January 31, 2022, cut-off date for receipt of requests for reclassification of positions is on or before February 28, 2022. We shall resume accepting requests of this nature when the election ban shall have been lifted)	July 31, 2022	Section 261[g] of BP Blg. 881 prohibits the appointment or hiring of new employees, creation or filling up of new positions; promotions or giving of increase in salary or remuneration or privilege for the period covering March 25, 2022 to May 8, 2022 except for appointment in case of urgent need and hiring of new employees which is essential to the proper functioning of the office or agency as determined by the COMELEC
4. Requests for issuance of NOSCA for transfer of positions	June 9, 2022	December 31, 2022	Section 261[h] of BP Blg. 881 prohibits the transfer or movement of officers and employees in the civil service for the period covering January 9, 2022 to June 8, 2022 except upon prior approval of the COMELEC.
5. Requests requiring the issuance of SARO and NCA	January 3, 2022	October 30, 2022	To give ample time for DBM ROVII to evaluate the requests and to make cash management more


Nature of request	Receipt of request by DBM-Region VII		Remarks
	Start date	End date	
			efficient, IUs shall submit their requests earlier than the prescribed deadline per National Budget Circular 587 re: Guidelines on the Release of Funds for FY 2022
6. Updating of the Personnel Services Itemization and Plantilla of Personnel (PSIPOP)	As soon as there are changes in the personal information of personnel (e.g. marital status, TIN) and whenever there are movements of personnel whether pertaining to salaries, place of assignments, creation/promotion of personnel, etc.	On or before the 30th day of each month when the staffing modification took place	This is the responsibility of the designated Personnel Officer/HRMO of the IU who should inform DBM ROVII for the latter to upload the changes in the GMIS.
7. Encoding of BFARs thru the Unified Reporting System (URS)	Within 30 days after the end of each quarter – submission of the BFARs by program, activity or project, pursuant to Section 99, GP of the FY 2022 GAA		Accountants, Budget Officers and Bookkeepers
8. Quarterly meeting with Division Bookkeepers, Disbursing Officers and Plantilla in-charge	Anytime within the quarter		This is the responsibility of the Financial Staff of the division, upon the approval of the SDS. DBM may be invited to provide budgetary updates.
9. Conduct of the Agency Performance Review (APR)			The RO Proper shall come up with a consolidated APR for

Nature of request	Receipt of request by DBM-Region VII		Remarks
	Start date	End date	
a. Physical and financial performance review for the period January to December, 2021	February 1, 2022	February 28, 2022	both the physical and financial performance of all IUs in the region.
b. Physical and financial performance review for the period January to June, 2022	August 1, 2022	August 31, 2022	

3.1 All concerned school personnel are enjoined to observe the above-stated timelines and guidelines.

4.0 Effectivity

This Joint Regional Memorandum shall take effect immediately and shall be disseminated to all implementing units of DepEd-Region VII for information and compliance.


 Digitally signed
 by Bernales
 Lenin Sotto
 Date: 2022.01.20
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LENIN S. BERNALES
 OIC - Director IV
 DBM – ROVII 


SALUSTIANO T. JIMENEZ, J.D., Ed.D., CESO V
 Regional Director
 DepEd – RO VII