



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

**Office of the Schools Division
Superintendent**

25 OCT 2022

DIVISION MEMORANDUM
No. **830**, s. 2022

DEPED 2ND FULL TIME DELIVERY UNIT (FDU) MEETING

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Chief, SGOD
Chief, CID
Accountant III
Budget Officer III
Administrative Officer II
Administrative Assistant III

In pursuant with the Regional Advisory No. 2022-11 Re: **DepEd 2nd Full-Time Delivery Unit (FDU) Meeting** of the Department of Budget and Management, a 1-day virtual workshop/meeting shall be conducted on October 27, 2022 from 8:30AM to 4:00PM. Venue shall be announced on a later date. This activity aims to orient and familiarize the participants with the various budget-related and staffing modification guidelines and updates.


Participants are requested to bring the following:

1. Laptop.
2. Extension wires.

Travelling and incidental expenses related to this activity shall be charged against Division/School MOOE funds with a registration fee of **P800.00 per participants** subject to the usual accounting and auditing rules and regulations.

The participants to the workshop are listed on the attached sheet.

Please be guided accordingly.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

SPP/JMA-MKP/FINANCE/Idc
Oct 21, 2022



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph



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

List of Participants for the **DEPED 2ND FULL TIME DELIVERY UNIT (FDU) MEETING**
on October 27, 2022

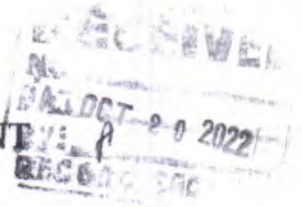
No.	Name	School/Position
1	MA. JENNIFER P. PIODOS	ACCOUNTANT III - SDO
2	LYDIA D. CACAS	BUDGET OFFICER III - SDO
3	NICKO P. TUBALLA	ADAS III - SDO
4	GENALE JUNE S. RAMIREZ	AMLAN NHS
5	DAFODEL M. CALUMPANG	AYUNGON NHS
6	DIANNE EVE C. OMNOS	CASIANO NAPIGKIT NHS
7	MELANIE R. ALAM	DAUIN NHS
8	MERLE F. ARDENIA	DEMETRIO L. ALVIOLA NHS
9	JONALYN C. MANDAP	DON EMILIO MACIAS NHS
10	MARIA CHONA S. ESTRELLANES	JIMALALUD NHS
11	DIONESIA CARTAGENA	JOSE B. CARDENAS MNHS
12	ELIZABETH Y. BANUA	JOSE MARIE LOCSIN NHS
13	CLAIRE THERESE C. PESALBON	LA LIBERTAD NHS
14	HILDA S. FUTALAN	MA. MACAHIG NHS
15	QUENNIE B. BUCIO	MABINAY NHS
16	MERLINE B. DAHIL-DAHIL	MANJUYOD NHS
17	JOANAH VIC B. SANDOVAL	NEGROS ORIENTAL HS
18	LILIA A. BANTOTO	SANTIAGO DELMO NHS
19	MARIA JINA R. TROPA	SIATON NHS
20	MAELEN B. QUIBOL	SIBULAN NHS
21	JOY ANN T. EGE	TAMBO NHS
22	LYZIEL JOY J. BACO	TAYASAN NHS
23	REGINE F. SALCEDO	VALENCIA NHS



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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

Sudlon, Lahug, Cebu City
Direct Line: +63 (032) 236-2875; Trunk line: +63 (02) 8657-3300 local 8333 or 8334; email

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 PSIPOP <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

Sudlon, Lahug, Cebu City

**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	

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