



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. **031** , s. 2023

Deadline on Funding Request for CY 2023

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
PSDS
School Heads of Elementary and Secondary Schools
All Others Concerned

The Office of the Undersecretary for Finance has set a deadline for funding requests of all Personnel Services (PS) deficiency requirements for CY 2023 on September 15, 2023 (pls. see attached memorandum).

To give ample time to process such requests and to meet the deadline set by the OUF, this office would like to request the concerned personnel for unpaid PS claims including schools/districts to submit the following pertinent papers with supporting documents on or before these dates.

Schools/District to HRMU (September 11, 2023)

1. Step Increment
2. Promotion/ERF/Reclass
3. Loyalty

HRMU and DPSU to Finance-Budget (September 12, 2023)

(All in soft copy)

1. Step Increment
2. Promotion/ERF/Reclass
3. Loyalty
4. Certificate of last payment (CLP)
5. Proportional Vacation Pay (PVP)
6. Salaries-Regular/Prov (Division Paid)
7. Salaries-substitute teachers (including approved proposals)
8. All Other unclaimed benefits (excluding PBB, Monetization & Terminal)

Please be guided accordingly.

By the Authority of the Schools Division Superintendent:

NILITA L. RAGAY, EdD
OIC-Assistant Schools Division Superintendent
Officer-In-Charge

9/6/23



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

OUF-2023-0585

**TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
CHIEF ADMINISTRATIVE OFFICERS
SCHOOL HEADS OF IMPLEMENTING UNITS SECONDARY SCHOOL
ALL OTHERS CONCERNED**

FROM : MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff
Officer-in-Charge, Office of the Undersecretary for Finance

**SUBJECT : POOLING OF AVAILABLE FY 2023 RELEASED PERSONNEL
SERVICES (PS) ALLOTMENTS**

DATE : August 29, 2023

This has reference to DBM Circular Letter No. 2023-11¹ dated August 15, 2023, titled "Processing of Requests for Personnel Services (PS) Deficiencies in Fiscal Year (FY) 2023" which outlines the prescribed guidelines in the processing of requests for the release of funds to cover requirements for PS deficiencies in FY 2023.

Pursuant to Section 54 of the General Provisions (GPs) of the FY 2023 General Appropriations Act (GAA), and as implemented under Item 5.2.2 of the National Budget Circular (NBC) No. 590 dated January 3, 2023, *Guidelines on the Release of Funds for FY 2023*, the available PS allotments released shall be used for the original purpose of appropriations, and may be utilized for the payment of deficiencies in authorized personnel benefits.

With this, everybody is enjoined to **submit on/or before September 15, 2023** to this Office, thru the Budget Division - Finance Service via email address earlbunvi3388@gmail.com, copy furnished fs.bd@deped.gov.ph, a report on your FY 2023 PS requirement with the following details:

- Adjusted Appropriation as of August 31, 2023
- Adjusted Allotment as of August 31, 2023
- Actual Obligations for PS as of August 31, 2023
- Unobligated PS Allotment as of August 31, 2023
- Estimated PS Requirement from September 1 - December 31, 2023
- Estimated PS Savings/(Deficiency) for FY 2023

¹DBM CL No. 2023-11



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The submission shall be accompanied by the relevant supporting documents that substantiate each requirement, including:

1. Consolidated Financial Accountability Report (FAR) Nos. 1 and 1-A as of August 31, 2023 (*Report on PS Deficiencies shall be consistent with FARs*); and
2. Consolidated justification for incurrence of deficiency in PS appropriations.

The analysis of your PS requirements shall focus on the basic salary and other compensation benefits of teaching and non-teaching personnel in the Region/Division/School, as well as requirements for Special Hardship Allowance (SHA), Equivalent Record Form (ERF), Conversion to Master Teacher Positions, Reclassification of Positions, and Magna Carta Benefits for Public Health Workers. While requirements for Performance-Based Bonus (PBB), Monetization of Leave Credits and Terminal Leave Benefits **shall be excluded** from the report.

Any excess allotments from the released FY 2023 PS allocations will be pooled by the Central Office to be distributed to all DepEd Operating Units (OUs) with deficiencies. Therefore, the submission shall already consider the PS requirements of all OUs in the region.

A separate Memorandum containing the process and guidelines for effecting the transfer of the available FY 2023 released PS allotment to different levels of governance within the DepEd, will be provided.

For reference, a matrix² detailing the analysis of PS requirements is attached to this memorandum. The FS-Budget Division will provide you with the necessary SharePoint link to facilitate the encoding of your report. However, hard copies of your consolidated submission, duly signed by the Regional Director, are still required.

For strict compliance.