
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS- SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: OSDS - SDS

August 1, 2019

DIVISION MEMORANDUM

No. 2301, s. 2019

SEMINAR ON BUDGET AND MANAGEMENT REFORM BY THE DBM RO 3

To: Principals of Fiscally Autonomous Secondary Schools
 Budget Officer
 Accountant
 Disbursing Officer
 Sr. Bookkeeper
 Property Custodian
 Administrative Accountant II

RELEASED

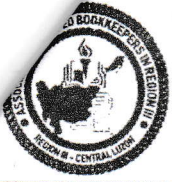
AUG 01 2019

By 
 DepEd Angeles City
 Division of City Schools

1. In consonance with the mandate of the Department of Budget and Management, the Association of DepEd Bookkeepers in Region III, Inc. will conduct a three-day, live-in Seminar on Budget and Management Reforms in two Batches, in different dates at The Manor, Baguio City.
2. Attached is the letter of Danilo M. Garcia Jr., President, for reference.
4. Immediate dissemination of and compliance with this Memorandum is desired.


LEILANI S. CUNANAN, CESO V
 Schools Division Superintendent

lv/chiefsod



ASSOCIATION OF DEPED BOOKKEEPERS IN REGION III (ADB-III), Inc.

B9 Sarmiento Homes Subd., Muzon City of San Jose Del Monte, Bulacan 3023
SEC Registry No.: CN201953132
TIN: 745-137-871-000

OFFICERS

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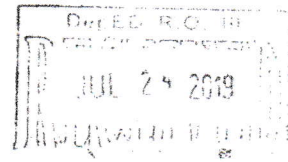
ANTONIO G. ARQUERO
Supervising Administrative Officer

ANGELINA S. MANIO
Accountant III

ALVIN A. LINGAD
Administrative Officer IV

July 24, 2019

NICOLAS T. CAPULONG, CESO V
Director III
Officer-in-Charge
Office of the Regional Director
Dep Ed Region III
Maimpis, CSFP



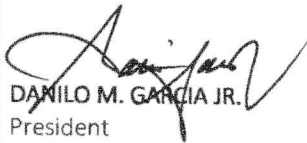
Sir:

Respectfully submitted to the Office of the Regional Director, DepEd Region III, the following documents in compliance for the approval of the proposed Seminar on Budget and Management Reform by the Department of Budget and Management Region Office III through the cooperation of the Association of DepEd Bookkeepers in Region III:

- a) Formal Letter of Request for the Proposed Seminar stating the proposed venue, date of the seminar, registration fee, and participants.
- b) Breakdown of Registration Fee per Batch of 200 participants.
- c) Schedule of Activities, Module Titles/Contents/Topics
- d) Certified true copy of ADB-III, Inc SEC Registration, Articles of Incorporations and By-Laws.
- e) Quotations from The Manor Camp John Hay, Xenia Hotel, Quest Plus Conference Center and other relevant documents.
- f) National Budget Circular No. 563 and Budget Circular No. 2007-1

Thank you.

Very truly yours,


DANILO M. GARCIA JR.
President



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Administrative Officer IV

Schedule of Activities Seminar on Budget and Management Reforms

Schedule	Module Title/Contents or Topics	
1 st Day		
08:00 am – 09:30 am	<ul style="list-style-type: none"> Registration Doxology Philippine National Anthem 	
09:30 am – 10:30 am	<ul style="list-style-type: none"> Overview: National Budgeting 	
10:30 am – 12:00 nn	<ul style="list-style-type: none"> Budget Cycle 	
12:00 nn – 01:00 pm	LUNCH BREAK	
01:00 pm – 03:00 pm	<ul style="list-style-type: none"> <u>Budget Preparation</u> <ul style="list-style-type: none"> Expenditure Management Framework Budgetary Strategies and Procedures Budget Preparation Calendar 	
03:00 pm – 05:00 pm	<ul style="list-style-type: none"> <u>Budget Authorization</u> <ul style="list-style-type: none"> House Deliberation of General Appropriations Bill Bicameral Deliberation Ratification and Enrollment Enactment 	

Schedule	Module Title/Contents or Topics	
2 nd Day		
08:00 am – 10:30 am	<ul style="list-style-type: none"> <u>Budget Execution</u> <ul style="list-style-type: none"> Early Procurement Activities Budget Program (CL 2019-1) Allotment Release Obligation Cash Allocation Disbursement 	
10:30 am – 12:00 nn	<ul style="list-style-type: none"> NBC 577 (Fund Release Guidelines FY 2019) 	
12:00 nn – 01:00 pm	LUNCH BREAK	
01:00 pm – 04:00 pm	<ul style="list-style-type: none"> <u>Budget Accountability</u> <ul style="list-style-type: none"> Performance Targets Citizen Engagement Monitoring and Evaluation Agencies' Accountability Reports (COA-DBM JMC 2019-1) Agency Performance Review (CL 2018-13) 	



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Administrative Officer IV

Schedule	Module Title/Contents or Topics	
3rd Day		
08:00 am – 09:00 am	• Updated Travel Rates (EO 77)	
09:00 am – 10:00 am	• Preparation of BEDs and BFARs under the Unified Reporting System (URS) v2.0	
10:00 am – 11:00 am	• General Assembly of Association of DepEd Bookkeepers in Region III	

Master of Ceremonies



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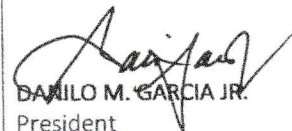
Implementing Units	Participants
Region / Division Offices <i>maximum of 4 participants per Region/Division</i>	Budget Officer, Accountant, Sr. Bookkeeper
Fiscally Autonomous Secondary Schools / to be Fiscally Autonomous Secondary School this year. <i>maximum of 2 participants per Secondary School</i>	Sr. Bookkeeper, Disbursing Officer, Property Custodian, Administrative Assistant II

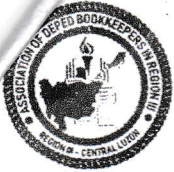
We believe that you are one with us in making this association a channel in the realization of the DepEd Vision-Mission.

Your most favorable response on this request is highly appreciated.

Thank you.

Very truly yours,


DANILO M. GARCIA JR.
President



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- ALVIN A. LINGAD**
Administrative Officer IV

REGISTRATION FEE BREAKDOWN PER BATCH OF 200 PARTICIPANTS

	Amount	Pax	Total Amount
INCOME:			
Registration Fee	6,500.00	200	1,300,000.00
(A) TOTAL INCOME:			P 1,300,000.00
LESS EXPENSES:			
Live-in Package in The Manor, Baguio	6,000.00	200	1,200,000.00
Honoraria of 4 Resource Persons (see computation on honoraria below)			51,582.80
Travel Expenses of 4 Resource Persons (see computation on travel below)			4,000.00
Certificates	50.00	200	10,000.00
(B) TOTAL EXPENSES:			P 1,265,582.80
NET INCOME (A - B):			P 34,417.20

COMPUTATION ON HONORARIA OF FOUR (4) RESOURCE PERSONS:

Formula: $Honorarium = 2 \times (\text{Rate per hour}) \times (\text{Training hours}) \times (\text{Group of 50 participants})$
 (Budget Circular 2007-1 dated April 23, 2007)

Monthly Salary Rate	2 x (Rate / Hr)	Training Hours	Group of 50 for 200 Participants	Honorarium
1 SG-24 (P 83,406.00)	947.80	8 hrs	4	30,329.60
1 SG-22 (P 65,319.00)	742.26	3 hrs	4	8,907.12
1 SG-19 (P 45,269.00)	514.42	3 hrs	4	6,173.04
1 SG-19 (P 45,269.00)	514.42	3 hrs	4	6,173.04
TOTAL:		17 hrs		P 51,582.80

COMPUTATION ON TRAVEL EXPENSES OF FOUR (4) RESOURCE PERSONS:

Place of Destination	Means of Transpo.	Fare	Resource Persons	Amount
From San Fernando, Pampanga to Manor, Baguio	Bus & Jeepney	500.00	4	2,000.00
From Manor, Baguio to San Fernando, Pampanga	Bus & Jeepney	500.00	4	2,000.00
TOTAL:				4,000.00



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REGISTRATION FEE BREAKDOWN PER BATCH OF 200 PARTICIPANTS

	Amount	Pax	Total Amount
INCOME:			
Registration Fee	6,500.00	200	1,300,000.00
(A) TOTAL INCOME:			P 1,300,000.00
LESS EXPENSES:			
Live-in Package in The Manor, Baguio	6,000.00	200	1,200,000.00
Honoraria of 4 Resource Persons <i>(see computation on honoraria below)</i>			51,582.80
Travel Expenses of 4 Resource Persons <i>(see computation on travel below)</i>			4,000.00
Certificates	50.00	200	10,000.00
(B) TOTAL EXPENSES:			P 1,265,582.80
NET INCOME (A - B):			P 34,417.20

COMPUTATION ON HONORARIA OF FOUR (4) RESOURCE PERSONS:

Formula: Honorarium = 2 x (Rate per hour) x (Training hours) x (Group of 50 participants)
(Budget Circular 2007-1 dated April 23, 2007)

Monthly Salary Rate	2 x (Rate / Hr)	Training Hours	Group of 50 for 200 Participants	Honorarium
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From Manor, Baguio to San Fernando, Pampanga	Bus & Jeepney	500.00	4	2,000.00
TOTAL:				4,000.00