



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

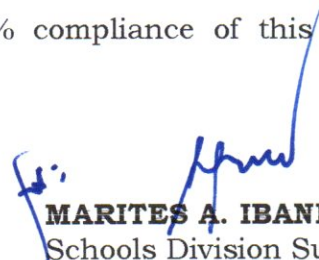
September 12, 2024

DIVISION MEMORANDUM
No. 408, s. 2024

**CONDUCT OF MEETING - WORKSHOP ON THE PROCESSING OF REQUESTS
FOR PERSONNEL SERVICES (PS) DEFICIENCY IN FISCAL YEAR (FY) 2024**

TO: Assistant Schools Division Superintendents
Public Schools District Supervisors
Public Secondary School Heads – Implementing Units
All Others Concerned

1. In compliance with Department Memorandum OUF-2024-0687 dated September 4, 2024 entitled Processing of Requests for Personnel Services (PS) Deficiency in Fiscal Year (FY) 2024, DepEd - Division of Batangas through the Finance Unit - Budget Section will conduct a Meeting - Workshop at the DepEd Division of Batangas Conference Hall on September 16, 2024.
2. Participants to this activity are School Accountant/Administrative Assistant III of all Junior High School Implementing Units. They are advised to bring their Laptop/Desktop, Approved FAR 1-A (Statement of Appropriations, Obligations, Disbursements and Balances by Object of Expenditures as of June 30, 2024 and copies of Sub-AROs received.
3. All participants are expected to be at the venue at exactly 8:30 AM. All expenses relative to this activity shall be charged against Division/School MOOE subject to the usual budgeting, accounting, and auditing rules and regulations.
4. Immediate dissemination and 100% compliance of this memorandum is earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

LDO/ CONDUCT OF MEETING - WORKSHOP ON THE PROCESSING OF REQUESTS FOR PERSONNEL SERVICES (PS)
DEFICIENCY IN FISCAL YEAR (FY) 2024/R2-136843/9/12/2024



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

MEMORANDUM
 OUF-2024-0000

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

FROM : ANNALYN M. SEVILLA
 Under Secretary for Finance

SUBJECT : PROCESSING OF REQUESTS FOR PERSONNEL SERVICES (PS)
DEFICIENCY IN FISCAL YEAR (FY) 2024

DATE : September 04, 2024

In accordance with National Budget Circular (NBC) No. 594 dated August 12, 2024, which provides the guidelines, rules, and regulations for the implementation of the first tranche of the updated Salary Schedule for Civilian Personnel prescribed under Executive Order (EO) No. 64 s. 2024, the Department of Budget and Management (DBM) shall release Special Allotment Release Orders (SAROs) corresponding to the 1st tranche salary differential based on the Government Manpower Information System (GMIS) data as of December 31, 2023, with allocation as follows:

OFFICE/ REGION	AMOUNT (in Thousand Pesos)		TOTAL
	MPBF/ Unprogrammed Appropriations	RLIP (Automatic Appropriation)	
BIC	924	85	1,008
NCR	2,032,545	188,827	2,221,373
NAR	555,318	51,145	606,463
Region I	1,477,587	132,297	1,609,884
Region II	1,314,049	93,903	1,407,952
Region III	2,598,742	277,537	2,876,279
Region IV-A	2,908,192	269,862	3,178,054
Region IV-B	958,433	88,982	1,047,415
Region V	1,901,061	176,745	2,077,806
Region VI	2,064,838	191,793	2,256,631
Region VII	1,909,811	182,878	2,092,689
Region VIII	1,548,752	143,713	1,692,465
Region IX	1,131,308	101,025	1,232,333
Region X	1,232,726	114,576	1,347,302
Region XI	1,247,035	114,897	1,361,932
Region XII	1,127,539	104,826	1,232,365
Region XIII	889,187	82,577	971,764
Central Office	31,641	2,862	34,503
TOTAL	24,619,558	2,285,879	26,905,437

*Note: This amount is SARO processed for the first tranche salary differential from the 1st tranche allotment release order.



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Furthermore, as specified in item 9.3 of NBC No. 591, any additional requirement for newly filled positions after the December 31, 2023 cut-off date may be included in the agency's request for release of funds for PS deficiency, subject to the submission of the pertinent documents required for processing of PS deficiency as outlined in 9.3.1 and 9.3.2 of the said circular.

Similarly, any additional requirements for newly filled positions that were not funded in the FY 2024 GAA, should also be considered in the analysis of your PS requirements.

In this regard, may we request that all concerned **submit on or before September 25, 2024** to this office through the Finance Service - Budget Division via email at psbudget@deped.gov.ph a copy furnished by the Regional Office of **a report¹ on your FY 2024 PS requirements** with the following details:

- Unobligated PS Allotment as of June 30, 2024 (**Shall be consistent with the submitted FARs 1 and 1-A as of June 30, 2024**).
- Additional PS Allotment Received starting July 1, 2024
- Estimated PS Requirement until December 31, 2024
- Estimated PS Savings/ (Deficiency) for FY 2024

The analysis of your PS requirements shall focus on the basic salary and other compensation and benefits, as well as requirements for Special Hardship Allowance (SHA), Re-classification of Positions, Magna Carta Benefits for Public Health Workers, World Teachers' Day Incentive Benefit (WTDIB), and Retirement and Life Insurance Premiums (RLIP) - Government Share. While the requirements for **Performance-Based Bonus (PBB), Monetization of Leave Credits, and Terminal Leave Benefits shall be excluded** from the report.

The Central Office Budget Division will provide you with the necessary SharePoint link to facilitate the encoding of your reports. **However, hard copies of your consolidated submissions, duly signed by the Regional Director, are still required.**

Moreover, pursuant to Section 54 of the General Provisions (GP) of the FY 2024 General Appropriations Act (GAA), and as implemented by NBC No. 592 under item 5.4.3, any available allotment for Personnel Services within a department or agency may be utilized by said department or agency for the payment of deficiencies in authorized personnel benefits subject to the approval of the Agency Head, based on the following:

¹ *NOTE: Agency PS FARs (1-1A) and MSAs (1-1-1) shall be submitted to the Central Office for approval.*

² *NOTE: Regional PS Reports (1-1) and OIG Reports (1-1A) shall be submitted to the Central Office for approval through reports (1-1) submitted to OIG via SA3000.*

In view of this, any excess allotments from the released FY 2024 PS allocations of the entire region will be pooled by the Central Office to be distributed to all DepEd Operating Units (OUs) with deficiencies. Therefore, it is imperative that the submission shall already consider the PS requirements of all OUs in the region.

Very truly yours,

Undersecretary for Finance





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A separate memorandum detailing the process and guidelines for effecting the transfer through the available FY 2024 released PS allotment across different levels of governance within the DepEd will be provided.

Lastly, please be reminded that **deadline for submission to the DBM of all agency request/s requiring issuance of obligational and disbursement authorities, as well as, other similar approvals and authorizations is November 15, 2024.** Regional Offices (ROs) are strongly encouraged to adopt procedures that will expedite the submission of the FY 2024 PS requirements of the entire Region to the DepEd Central Office.

For strict compliance.

