



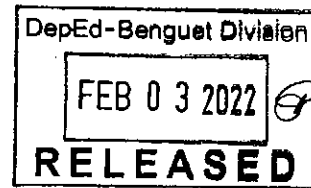
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

February 03, 2022

DIVISION MEMORANDUM

No. 38, s. 2022

TO: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operation Division
All concern personnel



PREPARATION AND SUBMISSION OF 2023 BUDGET PROPOSAL

1. In conformity with DepEd Regional Memorandum No. 043 dated January 28, 2022, re Preparation and Submission of 2023 Budget Proposal, Division Offices were advised to submit 2023 Budget Proposal to the Finance Division, Regional Office on February 15, 2022. The proposal must adhere to the guidelines and procedures established by the Budget and Management Department in the National Budget Memorandum No. 142.
2. Anent to this, the Schools Division of Benguet through the Office of the Schools Division Superintendent shall conduct the Preparation and Submission of 2023 Budget Proposal on February 8-10, 2022 (Enclosure 1) through limited face-to-face workshop, venue will be provided by the winning bidder.
3. Participants to this workshop are as follows:

OSDS	SGOD	CID
Gloria B. Buya-ao, SDS Carmel F. Meris, ASDS Glenn N. Duguis Susan CJ Dawang Maricel Codimdim Nadia Ossic Florinda C. Pagoy Florabel E. Buclay Freda E. Paclos Julie Ann Soriano	Lucio B. Alawas, CES-SGOD Ceasar Luma-ang Jeannette I. Kiong Engr. Melba Himmoldang Xylene Grail D. Kinomis Stephen Bulalin	Rizalyn A. Guznian, CES-CID 3 EPS



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

4. Participants shall observe minimum IATF protocols for the whole duration of the activity like wearing of face mask and face shield, social distancing and washing/sanitizing of hands.
5. Expenses for meals (Lunch and Snacks) shall be chargeable against SDO MOOE subject to the usual budgeting, accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum to all concerned is enjoined.


GLORIA B. BUYA-AO
Schools Division Superintendent


Encl.: As stated

OSDS/ASDS/feb



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet


Wangal, Benguet
Accomplishment, Quality, Excellence





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

Enclosure 1

Matrix of Activities

DAY 1	TOPIC	SPEAKER
8:00 – 8:30 AM	Registration/Arrival	Secretariat
8:30 – 9:00 AM	Opening Program: Nationalistic Song Prayer	AVP
	Welcome Remarks	CARMEL F. MERIS OIC-ASDS
	Message	GLORIA B. BUYA-AO SDS
9:00 AM – 9:30 AM	Statement of Purpose	Lucio B. Alawas CES-SGOD
9:30 AM – 10:00 AM	Presentation of Workshop Mechanics	Florabel E. Buclay Budget Officer
1:00 – 4:40 PM	Workshop Proper/Break away session	
12:00 – 1:00 PM	Lunch Break	
1:00 – 4:40 PM	Workshop Proper/Break away session	
DAY 2	TOPIC	SPEAKER
8:00 – 12:00 AM	Continuation of Workshop Proper/Breakaway session	
12:00 – 1:00 PM	Lunch Break	
1:00 – 4:40 PM	Continuation of Workshop Proper/Breakaway session	
DAY 3	TOPIC	SPEAKER
8:00 – 12:00 AM	Continuation of Workshop Proper/ Breakaway session	
12:00 – 1:00 PM	Lunch Break	
1:00 – 4:40 PM	Presentation of Outputs	Section/Division Representative
4:45 – 5:00 PM	Closing Prayer	Secretariat



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

