



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

August 22, 2022

DIVISION MEMORANDUM

No **282** s. 2022

**DISSEMINATION OF THE GUIDELINES ON THE REGULAR SUBMISSION OF SPECIAL BUDGET
REQUESTS FOR CY 2022**

To: Public Secondary School Heads of Implementing Units
Accountants / Bookkeepers / Designated Bookkeepers of Implementing Units
All Others Concerned

1. Attached is **REGIONAL MEMORANDUM NO. 629, s. 2022** dated August 19, 2022 titled "**GUIDELINES ON THE REGULAR SUBMISSION OF SPECIAL BUDGET REQUESTS FOR CY 2022**".
2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS

AUG 19 2022

REGIONAL MEMORANDUM
 No. 629, s. 2022

**GUIDELINES ON THE REGULAR SUBMISSION OF
 SPECIAL BUDGET REQUESTS FOR CY 2022**

TO: Assistant Regional Director
 Schools Division Superintendents
 Regional Office Functional Division Chiefs
 All Others Concerned

1. Pursuant to the letter of the Department of Budget and Management dated 18 July 2022 relative to the submission of the Special Budget Requests (SBRs) reiterating the deadline of the submission of to DBM of agency request/s for any release requiring the issuance of SARO/additional NCA is **on or before 15 November 2022** following item 3.19.1 of NBC No. 587. In the same letter, the DBM-RO enjoined all DepEd Operating Units (OUs) to submit the SBRs at the earliest possible time, supported by the prescribed documentary requirements consistent with the DBM's Citizen's Charter 2022 (4th Edition).

2. In this regard, and to facilitate the smooth processing of the SBRs, all Operating Units should follow the guidelines for Special Budget Requests, to wit:

- 2.1 The OU/IU in charge shall identify the need for issuing SARO and additional NCA.
- 2.2 Prepare a Special Budget Request (SBR) signed by the Principal or Head of School supported with the prescribed documentary requirements consistent with the DBM's Citizen's Charter 2022 (4th Edition):

Nature of Request	Action Documents Requested	Documentary Requirements
PS Deficiency	SARO Only	1. Letter Request 2. Latest FAR No. 1/FAR No. 1-A 3. Detailed computation of Actual PS Requirement showing list of personnel and corresponding back salaries and other benefits, which is consistent with the updated PSIPOP 4. HR –issued Certified True Copy of Decision on the case by competent/proper authority, as applicable.
	Additional NCA only	1. Special Budget Request 2. Latest FAR No. 1 3. Latest FAR No. 4, as applicable 4. Computation of deficiency, as applicable
	SARO and Additional NCA	1. Special Budget Request 2. BED No. 3 3. Latest FAR No. 1/FAR No. 1-A 4. Latest FAR No. 4, as applicable



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033)509-7653; (033)336-2816
 Email Address: region6@deped.gov.ph
 Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Regional Memorandum	DepEDRO6-FD-Misc-164	08/17/2022	1

Nature of Request	Action Documents Requested	Documentary Requirements
		<ol style="list-style-type: none"> 5. Detailed computation of Actual PS Requirement showing list of personnel and corresponding back salaries and other benefits, which is consistent with the updated PSIPOP 6. Computation of deficiency, as applicable 7. HR –issued Certified True Copy of Decision on the case by competent/proper authority, as applicable.
Additional NCA/s (Sub-AROs/LROs)	NCA	<ol style="list-style-type: none"> 1. Special Budget Request 2. FAR No. 1 3. Latest FAR No. 4, as applicable 4. BED 3 5. Computation of deficiency, as applicable 6. Other documentary requirements, as applicable: <ol style="list-style-type: none"> a. Certified True Copy of Sub-ARO 7. Additional Requirements for Accounts Payable: <ol style="list-style-type: none"> a. FAR No. 3 b. List of Creditors c. List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA)
Trust	NCA	<ol style="list-style-type: none"> 1. Letter Request 2. Certification from the Bureau of Treasury, Manila Central Office 3. Endorsement of LGU/Certified True Copy of Official Receipt issued to LGU 4. Special Budget (Program of Work, if construction/repair of school building, fence, etc.) 5. Report of Collections and Deposits duly signed by the Collecting Officer in accordance with the COA prescribed form instead of Deposit Slip and List of Deposited Collections
Terminal Leave	SARO and NCA	<ol style="list-style-type: none"> 1. Letter Request 2. Approved payment of Terminal Leave Pay signed by DepED Regional Director 3. List of Actual Retirees to Paid (LARP) in five (5) original copies 4. Duly accomplished retirement application form from GSIS 5. GSIS Clearance/Approval 6. Approved Letter of Intent to Retire 7. Updated Service Records with Certification of Inclusive dates of Leave without pay 8. Latest Notice of Salary Adjustment (NOSA) 9. Latest Notice of Step Increment (NOSI) 10. Statement of Leave Credits Earned 11. Employee's Leave Card 12. CS Form 6



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Nature of Request	Action Documents Requested	Documentary Requirements
		13. Marriage Certificate (for married women only) 14. Updated PSIPOP (retiree must be deleted; the status prior submission to DBM must be deleted "for Upload" or "Uploaded Status") 15. Additional requirements for deceased retirees/employees payable to declared heirs: <ol style="list-style-type: none"> a. Death Certificate b. Judicial or Extra Judicial Settlement of Estate (duly notarized)


2.3 The OU Schools shall then submit to the Schools Division Offices (SDOs) for evaluation and check the veracity of the SBR and attached documents by the requesting OUs/IUs.

2.4 The SDOs will then submits the SBRs to the Regional Office with supporting documents for further evaluation.

2.5 The RO in charge will evaluate the submitted SBRs, and if found complete, the RO shall endorse the said SBR to DBM. Otherwise, RO shall return them to the SDOs attached is the evaluation sheet (Annex 1).

3. The Regional Office will only process SBRs submitted **on or before the 15th of the month**. The cut-off date is necessary for us to comply with the reports required by DBM as an additional attachment to the requests.

4. Wide dissemination of and compliance with this Memorandum are desired.


PEDRO T. ESCOBARTE, Jr, PhD. CESO V
 Director III
 Officer-In-Charge
 Office of the Regional Director

To be indicated in the Perpetual Index
under the following subjects:

BENEFITS	POLICY
EMPLOYEES	RULES AND REGULATIONS
FUNDS	



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EVALUATION FORM FOR SPECIAL BUDGET REQUEST

SCHOOL: _____
 DIVISION: _____
 REQUEST FOR: _____

SARO _____ PS _____
 NCA _____ MOOE _____
 BOTH _____ TLB _____
 TRUST _____

SARO/NCA	
1. Letter Request	
2. BED 3	
3. Latest FAR No. 1 / FAR NO. 1-A and FAR 4	
4. Detailed computation of Actual Requirements showing list of personnel and corresponding back salaries and other benefits which is consistent with the updated PSIPOP	
5. HR - issued Certified True Copy of Decision on the case by competent/proper authority, as applicable	
6. Computation of deficiency, as applicable	
7. Other documentary requirements, as applicable	
a. Certified True Copy of LRO/Sub-ARO	
8. Additional requirement for Accounts Payable	
a. URS Generated FAR3	
b. List of Creditors	
c. List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADA)	

TRUST	
1. Letter request	
2. Certification from the Bureau of Treasury, Manila Central Office	
3. Endorsement of LGU/Certified True Copy of Official Receipt issued to LGU	
4. Special Budget (Program of Work if Construction/repair of school building, fence, etc.)	
5. Report of Collection and Deposits duly signed by the Collecting Officer in accordance with the COA prescribed form instead of Deposit Slip and List of Deposited Collections	

TERMINAL LEAVE BENEFITS	
1. Letter request	
2. Approved payment of Terminal Leave Pay signed by DepEd Regional Director	
3. List of Actual Retirees to be Paid (LARP) in 5 original copies	
4. Duly accomplished retirement application form from GSIS	
5. GSIS Clearance/approval	
6. Approved Letter of Intent to Retire	
7. Updated Service Record with certification of inclusive dated of Leave Without Pay	
8. Latest Notice of Salary Adjustment (NOSA)	
9. Latest Notice of Step Increment (NOSI)	
10. Statement of Leave Credits Earned	
11. Employee's Leave Card	
12. C.S. Form 6	
13. Marriage Certificate (for married women only)	
14. Updated PSIPOP (retiree must be deleted "For Upload" or "Uploaded Status")	
Additional requirements for deceased retirees/employees payable to declared heirs:	
15. Death Certificate	
16. Judicial or Extra Judicial Settlement of Estated (duly notarized)	

REMARKS: _____

Complete for Endorsement
 Incomplete to be returned to SDO

NOTE: SDOs are given 3 days to comply the lacking documents.

Evaluated by: _____
 Date: _____