



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

January 23, 2022

DIVISION MEMORANDUM

No. **039** s. 2023

**STANDARD OPERATING PROCEDURES (SOPs) TO BE OBSERVED IN THE
ENDORSEMENT OF REQUESTS AND REPORTORIAL REQUIREMENTS COVERING THE
FISCAL YEAR (FY) 2023 AND THEREAFTER**

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

1. Attached is **DepEd Regional Memorandum No. 20, s. 2023** dated January 10, 2023 on the Standard Operating Procedures (SOPs) to be Observed in the Endorsement of Requests and Reportorial Requirements Covering the Fiscal Year (FY) 2023 and thereafter.
2. Immediate dissemination of and compliance with this Memorandum are desired.

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



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

JAN 10 2023

REGIONAL MEMORANDUM
 No. 20, s. 2023

**STANDARD OPERATING PROCEDURES (SOPs) TO BE OBSERVED IN THE
 ENDORSEMENT OF REQUESTS AND REPORTORIAL REQUIREMENTS
 COVERING THE FISCAL YEAR (FY) 2023 AND THEREAFTER**

To: Schools Division Superintendents
 Functional and Support Division Chiefs
 All Others Concerned

- Attached is DBM Regional Joint Advisory No. 1 dated December 28, 2022 from **MARIA LIANE L. GAYOMALI, Acting Director** on the *Standard Operating Procedures (SOPs) to be Observed in the Endorsement of Requests and Reportorial Requirements Covering the Fiscal Year (FY) 2023 and thereafter.*
- Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
 Regional Director

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

REPORTS
 REQUEST
 RULES AND REGULATIONS



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DATE: DEC 29 2022

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VI

28 December 2022

DIRECTOR RAMIR B. UYTICO
Department of Education (DepEd)
Regional Office VI, Iloilo City

1/5/23
A

Attention: **CAO MARTHA I. AMPIG**
Finance Division

CAO JESSICA S. SAPALO
Administrative Division

Dear **Director Uytico**:

Greetings!

In pursuit of the continual improvement of processes, particularly on the expedient endorsement of requests, release of the necessary action documents (i.e. SARO, NCA, NOSCA), and submission of reportorial requirements, we are sending herewith the draft DBM Regional Office (RO) VI and DepEd RO VI Regional Joint Advisory (RJA) No. 1, s. 2022.

Said advisory is subject for your comments and additional inputs, if any, especially on the provisions which are contrary on the existing operating procedures of DepEd RO VI as prescribed by the DepEd Central Office (CO).

Considering that this RJA shall take effect on 03 January 2023, we would appreciate receiving your feedback/s **not later than 5:00 PM of 29 December 2022** to finalize the joint advisory.

We are looking forward achieving more milestones together with our partners in DepEd Region VI in the coming FY 2023 and thereafter.

Thank you.

Truly yours,


MARIA LIANE L. GAYOMALI
Acting Director



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT RO VI
DEPARTMENT OF EDUCATION RO VI

REGIONAL JOINT ADVISORY NO. 1, S. 2022

To : DEPED REGIONAL OFFICE PROPER (ROP), SCHOOLS DIVISION OFFICES (SDOs) AND IMPLEMENTING UNITS (IUs) IN REGION VI

Subject : **STANDARD OPERATING PROCEDURES (SOPs) TO BE OBSERVED IN THE ENDORSEMENT OF REQUESTS AND REPORTORIAL REQUIREMENTS COVERING THE FISCAL YEAR (FY) 2023 AND THEREAFTER**

Date : 28 December 2022

1.0 PURPOSES

- 1.1 To prescribe the Standard Operating Procedures (SOPs) relative to the endorsement of requests and submission of reportorial requirements;
- 1.2 To harmonize the DBM Regional Office (RO) VI and DepEd RO VI operating procedures for a more expedient endorsement, processing and release of funds and issuance of other necessary action documents; and
- 1.3 To reiterate the guidelines, circulars and other issuances with regard on the release of funds, staffing, and reportorial requirements for strict compliance.

2.0 COVERAGE

This Regional Joint Advisory covers only the DepEd Regional Office Proper (ROP), Schools Division Offices (SDOs) and Implementing Unit (IUs) in Region VI.

3.0 STANDARD OPERATING PROCEDURES (SOPs)

3.1 Submission of Requests

3.1.1 Terminal Leave Benefits (TLB)/Retirement Gratuity Benefits (RGB)

Pursuant to RA No. 10154¹, its Implementing Rules and Regulations (IRR), and Budget Circular (BC) 2013-1² dated 12 April 2013, the following shall be strictly observed:

3.1.1.1 The DepEd shall submit to DBM request/s for release of funds to cover requirements for TLB/RGB of retiree/s the soonest possible time duly-supported with complete documentary requirements.

3.1.1.2 The DBM, upon receipt of the SBR/s with complete documentary requirements, shall process by verifying the computation, ascertain whether the grant and amount of retirement benefits are in accordance with law, and release the corresponding funds required to cover TLB/RGB not later than ten (10) days.

3.1.1.3 Conversion of Service Credits to Leave Credits shall be supported with Special Orders (SOs) duly-validated as authorized activity/ies for the grant of said SOs, otherwise, these shall be used to offset Sick Leave (SL) before retirement.

Relatedly, request/s to cover requirements for TLB of Teachers who were designated as Property Custodians shall be supported with Designation Orders.

3.1.2 Reclassification/ Creation/ Conversion of Positions and other Staffing Modification Actions

Considering voluminous requests for staffing modifications, the DepEd RO VI may endorse the same to DBM RO VI **preferably not later than 30 September of every fiscal year.**

¹ An Act Requiring All Concerned Government Agencies To Ensure The Early Release Of The Retirement Pay, Pensions, Gratuities And Other Benefits Of Retiring Government Employees

² Guidelines Prescribing the Documentary Requirements and Procedures in Processing/Payment of Retirement Benefits of Government Employees

Prior to the submission of said requests, DepEd OUs shall ensure that their respective PSPOP is accordingly updated and reflected in the supporting documents attached therein, i.e., List of Teachers by Subject Area and School Form (SF) 7.

Thereafter, the DBM RO VI shall focus on the processing of budgetary requests, especially for Personnel Services (PS) deficiencies and evaluation of Budget Execution Document (BED) Nos. 1 (Financial Plan), 2 (Physical Plan) and 3 (Monthly Disbursement Program)

3.1.3 PS Deficiencies

3.1.3.1 Prior to the submission of PS deficiency request/s, DepEd OUs shall ensure that their respective Personal Services Itemization and Plantilla of Personnel (PSPOP) are **updated** and send the same for upload by the counterpart DBM Analyst/Specialist.

Please note that the actual PS requirements is based on the latest PSPOP of the DepEd OU. Hence, it is vital that the same shall regularly be updated for the DBM Analyst/Specialist to assess whether or not there is a deficiency.

3.1.4 DBM Apps Portal and PSPOP

3.1.4.1 Approval for access rights, change of coverage, and/or creation of account in the DBM Apps Portal (i.e. OSBP³, ADRS⁴, URS⁵ v2.0) and PSPOP shall be through the submission of a Job Request Form (JRF) attached as **Annex "A"**.

Said JRF shall be attached with an appointment, designation order, as applicable, of the incumbent/s to support the request/s.

3.1.4.2 It is worth noting that any changes of End-User or Approver (e.g. detailed to other operating unit, retired/separated from the service, among others) should subsequently be requested to this Office for the update of user coverage/s if the incumbent has an existing account already or approval of the account, if otherwise.

³ Online Submission of Budget Proposal

⁴ Action Document Releasing System

⁵ Unified Reporting System

3.2 Flow of Endorsement of Requests

The flow of endorsement of various requests shall be in the following manner:

Requesting DepEd OU	Nature of Request/s	Endorsing Office/s
Regional Office Proper (ROP)	SARO / NCA / DBM Apps Portal (OSBP, ADRS, URS) and PSIPOP account's creation/approval	ROP
Schools Division Offices (SDOs)		SDO
Implementing Units (IUs)		SDO
ROP/SDOs	NOSCA/s / Query/ies	ROP
IUs		SDO and ROP

Requests received by the endorsing office/s shall be forwarded to DBM RO VI in a **timely manner** pursuant to Section 9(b) of the Republic Act No. 11032⁶.

3.3 Submission of Reportorial Requirements

3.3.1 Deadline of submission of BFARs

3.3.1.1 Agencies are required to regularly submit the applicable BFARs pursuant to COA-DBM Joint Circular (JC) 2019-1⁷ dated 01 January 2019 and pertinent sections of the General Provisions (GP) of annual GAA. As evidence and to validate the online submission, **hard copy BFARs** which are **URS-generated, submitted status and duly-signed by the Head of Agency/authorized representative shall be considered as the official submission of the agency.**

3.3.1.2 The submission of said reports shall be in accordance with the timeliness prescribed in COA-DBM JC 2019-1 and pertinent sections of the GPs of the annual GAA, to wit:

- **Within 30 days after the end of each quarter**

⁶ An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services

⁷ Updated Guidelines Relative to Budget and Financial Accountability Reports (BFARs) Starting FY 2019

- BAR No. 1, FAR No. 1, FAR No. 1-A, FAR No. 1-B, FAR No. 1-C, FAR No. 2, FAR No. 2-A, FAR No. 5 and FAR No. 6
- **On or before 30th day following the end of the year**
 - FAR No. 3
- **On or before the 10th day of the month following the last month of the covered reporting period.**
 - FAR No. 4

3.3.2 Flow of endorsement of BFARs

3.3.2.1 The flow of endorsement of BFARs of DepEd OUs shall be in the following manner:

DepEd OU	Endorsing Office/s
ROP	ROP
SDO	SDO
Secondary Schools (IUs)	SDO

3.3.2.2 SDOs shall consolidate all BFARs of their respective IUs and ensure that the guidelines and conditions enumerated in DBM RO VI letter dated 19 October 2022 and this advisory are properly observed before endorsing the same to DBM.

For SDO Iloilo and SDO Negros Occidental, BFARs shall be consolidated and segregated per congressional district as these are being handled by various DBM Specialists.

3.3.3 Penalty for Non-compliance

Non-compliance on the submission of required reports constitutes violation of the pertinent General Provisions of the annual General Appropriations Act and may result in **automatic suspension of salaries of responsible official or employee** pursuant to Section 57, Chapter 6, Book VI of Executive Order No. 292.


3.4 Deadline of SBRs


3.4.1 Pursuant to the annual National Budget Circular (NBC) issued which prescribed the guidelines on the release funds, the deadline of submission to DBM of DepEd OU's request/s for any release requiring issuance of SARO and/or NCA shall be **on or before 15 November of the current fiscal year.**

3.4.2 Submission of consolidated SBRs by SDOs are allowed on the conditions that these are segregated by nature of request and by congressional district, as applicable.

4.0 EFFECTIVITY

This Regional Joint Advisory takes effect on 03 January 2023.


MARIA LIANE L. GAYOMALI
Acting Director
Department of Budget and Management
Regional Office (RO) VI


RAMIR B. UYTICO
Regional Director
Department of Education
Regional Office (RO) VI



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VI

JOB REQUEST FORM (JRF)

I. User Information

Full Name and Signature:	
Designation <i>(Please do not abbreviate):</i>	
UACS Code and Implementing Unit (IU):	
Contact Details <i>(Email and Landline):</i>	

II. Systems and Application Services

a. User Account Management

Check (✓) or supply the necessary information on the boxes provided, as applicable.

PSIPOP¹

Please attach a list/annex of operating units with their corresponding org. code to be included in the user's coverage (e.g. 2600 – Kindergarten, 2601 – SDO Elem., 2602 – SHS, etc.).

Nature of Request: Creation of New Account Change of Coverage *(with existing account)*

User Role: End-User *(e.g. HRMO/AO)* Approver *(e.g. Head/Chief AO/SDS/RD)*

Particulars	From	To
Full Name: <i>(First Name, Middle Name, Surname)</i>		
Designation:		
Username:		

DBM Apps Portal (OSBP², ADRS³, URS⁴)

Nature of Request: Approval of New Account Change of Coverage *(with existing account)*

User Role: Proposal/Report Preparation *(e.g. Bookkeeper/Budget Officer/Accountant/Planning Officer)*

Staffing *(e.g. HRMO/AO)* Reviewer/Approver *(e.g. Head/Chief AO/SDS/RD)*

Access Right/s: OSBP ADRS URS

Particulars	From	To
Full Name: <i>(First Name, Middle Name, Surname)</i>		
Designation:		
Registered Email Address:		

¹ Personnel Services Itemization and Plantilla of Personnel

² Online Submission of Budget Proposal

³ Action Document Releasing System

⁴ Unified Reporting System

b. Send Back of Forms/BFARs:

System/ Application	Fiscal Year/ Covered Period Reporting	List of Particular Forms/BFARs
OSBP		
URS		

Noted by⁵:

Endorsed by⁶:

Signature over printed name

Signature over printed name

Date: _____

Date: _____

Note: Technical issues encountered with systems and applications shall be addressed directly to ictshelpdesk@dbm.gov.ph for faster resolution, copy furnish the counterpart DBM Specialist/Analyst.

----- For DBM RO VI Use. Please do not fill up. -----

Evaluation of the Request

Comments/Findings:

Recommendation/s:

Evaluated by: 

Reviewed by: 

Specialist-in-Charge

Supvg. BMS

Chief BMS

Date: _____

Date: _____

Date: _____

Recommending Approval:

Approved:

ARD

RD

Date: _____

Date: _____

⁵ School Head, Chief AO, Head of Unit
⁶ Schools Division Superintendent, ARD, RD