

Republic of the Philippines

Department of Education

Region VI - Western Visayas

September 13, 2024

DIVISION MEMORANDUM No 551 s. 2024

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

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

- 1. Attached is Regional Memorandum No. 829, s. 2024, titled **Processing of Requests for Personnel Services (PS) Deficiency in Fiscal Year (FY) 2024**.
- 2. Immediate dissemination of and compliance with this Memorandum are desired.

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

Reference: As stated
To be indicated in the

To be indicated in the <u>Perpetual Index</u> under the following subject;

BENEFITS
BUDGET
FUNDS
RULES AND REGULATIONS

MIA_RRE/RM-Processing of Requests for Personnel Services (PS) Deficiency in Fiscal Year (FY) 2024 RM-FD – 2024-477/ September 10, 2024







Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



Republic of the Philippines

Department of Education

REGION VI - WESTERN VISAYAS

SEP 1 1 2024

REGIONAL MEMORANDUM

No. 8 2 9 , s. 2024

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

TO: Schools Division Superintendents
Division Accountants and Budget Officers
All Others Concerned

- 1. Attached is Memorandum OUF-2024-0687 dated September 4, 2024 on the Processing of Requests for Personnel Services (PS) Deficiency in Fiscal Year (FY) 2024.
- 2. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: As stated

To be indicated in the <u>Perpetual Index</u> under the following subjects:

BENEFITS
BUDGET
FUNDS
RULES AND REGULATIONS

MIA_RRE/RM- Processing of Requests for Personnel Services (PS) Deficiency in Fiscal Year (FY) 2024 RM-FD – 2024-477/ September 10, 2024







Address: Duran Street, Iloilo City, 5000 Telephone Nos: : (033)337-0149; 336-2816 Email Address: region6@deped.gov.ph

Website: region6.deped.gov.ph





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



SEP 10 2024

MEMORANDUM OUF-2024-0687

TO

: REGIONAL DIRECTORS

SCHOOLS DIVISION SUPERINTENDENTS

DepED RO VI CHIEF ADMINISTRATIVE OFFICERS, FINANCE DIVISION

SCHOOL HEADS OF IMPLEMENTING UNITS SECONDARY SCHOOL

ALL OTHERS CONCERNED

FROM

ANNALYN M SEVILLA

Undersecretary 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/	AMOU	NT (In Thousand Peso	s)
REGION	MPBF/ Unprogrammed Appropriations	RLIP (Automatic Appropriation)	TOTAL
BTC	923	85	1,008
NCR	2.032,546	188.827	2.221.373
CAR	555,318	51.485	606,803
Region I	1.427.587	132.297	1.559,884
Region II	1.034.940	95.921	1.130.861
Region III	2.558,742	237.537	2.796.279
Region IV-A	2,905,191	269.863	3,175,054
Region IV-B	958,433	88.982	1.047.415
Region V	1,903,661	176.745	2.080.406
Region VI	2.064.838	191,793	2.256.631
Region VII	1,969,811	182,878	2.152,689
Region VIII	1.548.752	143,713	1.692,465
Region IX	1.131,308	105.025	1,236,333
Region X	1,232,726	114.576	1.347,302
Region XI	1.247,015	115.897	1,362,912
Region XII	1,127,539	104.826	1.232,365
Region XIII	889.187	82.577	971,764
Central Office	31.041	2,852	33,893
TOTAL	24,619,558	2,285,879	26,905,437

*Note: The amount of SARO presented herein may slightly differ from the total actual amount received due to rounding off.





Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703

Email Address: usec.financebpm@deped.gov.ph



Republic of the Philippines Department of Education Office of the undersecretary for finance

Furthermore, as specified in item 9.3 of NBC No. 594, 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 <u>earl.bunyi@deped.gov.ph</u>, copy furnished <u>fs.bd@deped.gov.ph</u> 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), Reclassification 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 (GPs) of the FY 2024 General Appropriations Act (GAA), and as implemented by NBC No. 592 under item 5.1.3, 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:

5.1.3.1 Advice for Use of PS Allotment (APSA) duly accomplished and signed by the Agency Head or his designated representative.

5.1.3.2 Registry of Allotments and Obligations for PS (RAOPS) reflecting said adjustments and reported in the accountability reports to be submitted to DBM, i.e., SAAODB

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.

¹Annex A - Report on FY 2024 PS Requirements





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

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.





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Email Address: usec.financebpm@deped.gov.ph

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REPORT ON PERSON	NEL SERVICES (PS) DEFICIENCIES										Amera
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5070799012 P	OGUCHARY Entencement incentive - CAMER				•	-	•			•	-
5010302001	r-Big - Chillen			•				•			
5010303001	hilloatth - Chaisn		•			•					
5010403001	ermisaal Leave Benefits - Chillan	•	•				•	. -			
5010499001	Imp-sum for Greation of New Positions - Civilian		•	-	•	•	•	•	٠		
SOLOSONOS	INDESITE OF RECENTION DECOMES			.].		-	•		•	•	
\$010499007 L	Imp-sum for Filling of Positions - Chillan				٠			.		•	ŀ
1 0106610105	imp sum for Step increments - Length of Service	•	•	•	•	•	•	-			•
501049009	MARY AWARE - Critical Shee Demonstel Benefits					1	•		•		
7777	THE PROPERTY OF THE PARTY OF TH										
Missilaneous Parsonnel Banefits Fund	usel Berseffin Fund					•	•				
S010101001	sik Salary - Chillen	•	·				•		٠		•
Solozieni	Id-Very Rouns - Chillin	·			1			. .	•	•	.[.
5020299014	riomance Based Bonus - Chillan			•							
10010301001 PA	illkatth-Oviian	•	•	•	•	·	•	•		•	•
5010499010	SOLDASSONO LUTTO-sum for Competitistical Acquirements (Soldasson)	•		•	1	1	1		1	1	
\$010499099 O	ther Personnel Benefits		•	•	•					ŀ	
Pension and Granuity Fund	Fund		,			,		•	•		ŀ
5010401001 Te	5010403001 Terminal Leave Benefits - Chillan	٠				•			•		
5010499099	ther Personnel Benefits	•			•	•		-	•	-	•
Unprogrammed Appropriations	opriations	ŀ				·					
5010101001	sko Salary - Chilian	ŀ	·	·							
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5010303001	illeath - Chùin	•									
10069000	mp-sum for Compensation Adjustment				•		•			·	
Authoristic Appropried	Barn	•	·	•	1.	•	1.	1	•	1.	1
SOJOJOJOOO	5010301000 Retirement and Life Insurance Premiums										
ABAND TOTAL					1						
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Prepared by:			Recon	mmending Approvat:				Approved by:			
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	Budget Officer				Chief Administrative Officer	athe Officer			Regional Directo	Urector	
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REPORT ON PERSON	REPORT ON PERSONNEL SERVICES (PS) DEFICITIVALES STAFT REGION:										AnnexA
SELECT RO/SDO: A	L DIVISIONS										
AMOUNT IN PESOS (L OFFIATING UNITS Consider Amount)										
			Operation of 8d	Operation of Schools - Elementary (Winder to Grade 6)	inder to Grede 6)			Operation of Schools	Operation of Schools - Junior High School (Grade 7 to Grade 10)	Oracle 7 to Grade 10)	
	Perticulars	*Unobilgated PS		P5 Allotment Received (starting July 1, 2024)	$\overline{}$	Entimated PS	*Unobligated PS	PS Atloane Estentiat A	PS Attorners Rocebed Essenting July 1, 2024)	Estimated PS	Estimated PS
		Appunent to of Ame 50, 2024	<u>!</u>	SARO Received Sub-ARO (sectived from CSA) (Dept.4)	Dec. 31, 2024	(Deficiencies)	Alloument 23 of June 30, 2324	SANO Received (from DBArt	SAND Recaived Sub-ARO Received (from DBM) (Deck)	Nequirement cmar Dec. 31, 2024	(Defidencies)
Specific Budgets of R	stional Government Agencies		•								,
10010101	ek Salen-Chilan	•			•	•					-
5010103000	laries and Wages - Casastude Teachers			•							
1001020105	RA-Critten	•	•			•		•	•	•	
2010000000	Enterentation Augmenter (RA)			. .	•		•	.].		•	Ţ
5010204001	othing/Uniform Allowance - Chillen	4				-	٠		ŀ		
\$010202003	5010205003 Subskitence Allowance - Magna Carta for Public Health Workers under R.A. 7205	٠	•	٠	•	•	•	•	•	•	•
5010206004	undry Allowance - Magna Carta Benefits for Public										
9010210001 H	ain Worker inter t.a. 2805 proteils - Oviign			. ,		•					
5010311001 H	irard Pay	•			-	•	·	•			•
A COULTAINS 17	* - Magna Caris Benefits for Public Health Workers der R.A. 7205	•	•	•	•	•	•	•	•	•	•
0 1008120105	Overtime Pay	•			•	·	•				
501021400	er End Bonus - Overson	•		•		•	•		•	•	1
1009120105	d-Year Bonus - Chillen				ŀ			٠			
S01029903	owance of Attorney's de Officio - CMillan	•		1		•	•		•		
S010099012	oductivity Enhancement Incentive - Civilian	•			•	-				1	
S010799014 P	formance Based Bonus - Chillan	ŀ	•	•			•		٠	•	
Solution P	FISIS - CAMBO	•	1		•		•			•	
5010304001	IP-Cyclign				•						
5010403001	minal Leave Benefits - Chillan	•	•	•	•	•		•	٠	•	•
1005690105	Tump-tum for Refereification of Positions			<u> </u>	•	· [·	1	•		1	T
1006690205	mo-sum for Equivalent-Record Form	·		-	·	ŀ			٠	·	·
1000690105	mo-sum for Filling of Positions - Ordina		•		•	-				•	
5010499015	valv Avard - Chillan						•				
505650505	her Personnel Benefits	•	•	•	•		•		•	•	•
Micelizacus Personnel Benefits Fund	nel Denefits Fund		,		•	٠	•	•		٠	•
Sotototot	sle Satary - Civilian								٠		
12010214001 K	ar End Bonus - CMIlan	,		•	•		•		٠	•	·
5010215001	4-Year Bonus - Chillen	-									1
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7006610105	티	٠	•		٠	•	•	٠		•	·
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2											
Pension and Grattiffy Fund	Panel	-	-	-	• • • • • • • • • • • • • • • • • • • •		•		•		
000000000	Other Personnel Benefits					•	-			•	
Solototon	de Salary - Ordan			•						•	
\$010314001 Ye	r End Bonus - Chillan		•	•		٠				٠	·
5010216001 M	- Vrer Bonus - Chillen		•			•			•		
5010499005	5010499005 Lump-sum for Compensation Adjustment				•		•		•	·	
Automatic Appropriations	ST-CO-CO-CO-CO-CO-CO-CO-CO-CO-CO-CO-CO-CO-	•	***************************************	-			-	•			
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GRAND TOTAL	GRAND TOTAL		i	•				·	·	•	
based on the final repo	T/FAT No. 1-4) as officially submitted to the DEM										
Propased by:			Recon	Recommending Approval:				Approved by:			
+	Burdeet Officer				Olef Administration Offices	When Offices			Redonal Diseases	Voneral	
	Special Clarks					and Charles			- Control	, and	

REPORT IN PERSONAL	REPORT DAS PROSCANNOS SERVICES (PS) DEFICERCES										Annex A
SELECT RO/SDO: ALL	DIVISIONS										
COVERAGE: AUI	DPERATING UNITS										
			Operation of Schools	Senior High School (Operation of Schools - Senior High School (Grade 11 to Grade 12)		Impleme	ntation of the Grant	Implementation of the Grant of C/A, Hartiship Pay and Reclassification of Positions	nd Rectastification of I	ostilons
	Perticulars	*Unobligated PS	PS Allotme	PS Allotment Received	Entimated PS	Estimated PS	*Unobilgated PS		PS Allotment Received	Estimated PS	Extrasted PS
		Alforment 25 of lune 10, 2026	SARO Received	SARO Received Sub-ARO Received	Requirement until Dec. 31, 2024	Sertags/ (Deficiencies)	Alforment as of fame 10, 2024	<u> </u>	SAEO Received Rub-ARD Received	Requirement until Dec. 33, 2026	Serbuga/ (Defidencies)
Specific Budgets of Nat	Jonal Government Agencies	•			,		•				•
5010101001	Salary-Chillan				•		-		·		
145 0005010105	the and Wests - Casual/Contraction	•			1			•			
SO10201001 PER	A.CWilan					•	•	•	•	•	•
SOURCECON REG	(resinitation Algorance (RA)		.			.].		1	·[·		1
5010204001	SO10204001 Couting/Uniform Allowance - Chillan			.		•					
\$010203003 Sut	sistento Allowance - Magna Carta for Public Health Aers under R.A. 7209	•	•	•	•	•	•	•	•	•	•
5010205004 Leur	Leundry Allowance - Magna Carta Benefits for Public										
5010210001 Hon	In Workers under R.A. 7805 orania - Chillim			•	•		•		•		
5010711001 Hez	and Pav		•	•	•	•	•	•	•	*	
South counts in the	Magna Carte Benefits for Public Realth Workers er R.A. 7205	•	•	•	•		•	٠	•		
*C 1006120105	time Pay	•		•	٠	٠	,	,		•	•
5010714001	LENG BORUS - CMILAN		•	•		•		•	1	*	
009140105	-Year Bonus - Chilian	٠	•	•		•	٠		·	•	,
5010299003 Alfo	SO10199003 Allowance of Attements of Official Chillian					1	•				
5010299012	the thirty Enhancement Incentibre - Chillan	٠	٠	٠						•	٠
5010299014 Per	Semantee Based Borns - Chillan									•	•
5010303001 Phm	Hesth - Chrisn								•		
2010304001 [CI	- CMBpn	•	•		•	•	•	,	•		
2010403001	minal Leave Benefits - Cyllish Galam five Creation of Mew Bothlons - Chillen	1	Ţ.		·	1	•	\	•	1	1
5010499003 ILIT	p-sum for Reclaration tof Positions		·	·	,	٠		,			
201069004	to turn for Equivalent Record Form				•				-		
5010499010 Lum	P-sum for Step factoments - Length of Service		•	•							
2010499013	INVAWARI OVER					•	•				
NAME OF TAXABLE PARTY.	e representative										
Misnellaneous Personnel Benefits Fund	il Senetita Fund	THE RESERVE THE PARTY OF THE PA		CONTRACTOR OF STREET	**************************************					*	
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SOUTH (SOUTH MEA	Yes Bons - Ovillen								•	· ·	
S010799014 Peri	ormance Based Bonus - CIVBan	•		-		·		-	•		•
Chinacona Phi	FOURDOODS THE PARTY CAMERA	•		-						-	Ī
5010499010 Lum	eum for Step therements - Lenath of Service	٠		٠	•	,			٠	٠	
5010499099 Dttp	r Personnel Benefits		٠		•	1	1	•			•
Pension and Gratuity Fund	me	•	•	•	•	•	•		•	•	١
Ter. 1000000105	SOIO403001 Terminal Leave Benefits - Chilan	•		•		•	•		1		
SOLVENSON OUT	r reponse persua	•						-			
Unprogrammed Approp	ristions		•		٠		•		•		•
S010101001 Best	SO10101001 Bests Selary - Chillan S010214001 Year End Bours - Chillan			•					•		1
5010216001 Mid-	Year Bonus - Codian	•	•	•	•	•	•	•	ŀ	•	
5010202001 Phillip	teeth - CMBsn 	•	•			,	•				
Automatic Appropriate	Automatic Appropriations	-	-	-			-		•		•
2010301000 1000	Strent and Life interaction of the inventor										
GRAND TOTAL	GRAND TOTAL		•	•				٠	•	•	•
OCCUPANT OF THE PARTY OF THE PA											
Prepared by:			Recor	Recommending Approval:				Approved by:			-
	Budget Officer				Chief Administrative Office	athe Officer			Regional Directo	Director	
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REPOST ON PERSONNEL SERVICES (PS) DEFICINCIES	ACES (PS) DEFICIENCIES										Amera
SELECT RO/SDO: ALL DAYS	ONS										
AMOUNT IN PESOS (Absolute	Anne unts Amount										
			World Te	World Teachers' Day Incentive Senetit	- Denefit				GRAND TOTAL		
	Partodins	*Unobligated PS	PS Allotment Received (starting toly 1, 2024)	(Received y 1, 2024)	Estimated PS	Estimated PS Environ/	*Unobligated PS Albatment	PS Allotme (starting à	PS Allotmens Received (starting July 1, 2024)	Estimated PS Reculrement until	Estimated PS Sevince/
		as of tune \$0, 2024	SARO Received (from DBM)	Sub-ARO Received (Depta)		(Deficiencies)	as of June 50, 2024	SARO Received (from DSM)	SARO Received Sub-ARO Received (from DEM) (Dept.d)	Dec. 31, 2024	(Deficiencies)
Specific Budgets of Mational (Jovernment Agencies	•		-							
S010101001 Bask Sala	O- Chillen	-	•	•	•	•	•	· ·		·	
SOLDIOGOOO Salarles er	nd Wages - Substitute Teachers								٠		
SOLOTOTOOL PERA-CIN	fite	•		•		•		•	•		
COLONIA TONIES	ation Allowance (RA)	•	. -	. -				-			
S010204001 Cothbrachiform Albertnos - Chillen	Inform Alburance - Chillen						,		·		•
SolozoSoo3 Subsistem	to Albertance - Magna Certa for Public Health	•	•	•	•	•	•	•	•	•	•
SOLOZOGOOG Laundry A	Laundry Allowance - Magna Carta Benefits for Public										
	rtien under B.A. 7305	•				•					
5010211001 Hazard Par	,	٠		,		•			٠	•	•
5010211003 HP-Nuga	KP - Magna Carta Benefits for Public Health Workers	•	•	•			•	•	•	•	•
5010215001 Cventime I	(1802)						•		•	·	·
SOIOZI4001 Year End 6	Jonus - Chillan	•	•	·	•	•		•	•		
Solozisoni Cuhan	Chillian	•	•		1			-	•		
SO10299003 Allowance	of Attorney's de Officio - Cyflen								٠	٠	٠
4H 145-463 P006820105	rdship Allowance - Chillen	٠		-		•			,		1
SOLOZPOOLZ Productive	ty Enhancement Incentive - Civilen		•	•	•	•	.].	. .		•	
S010302001 Pas-1810 -	CAllan								•	•	
FO10303001 Phithealth	S010303001 Phitheath - Ovillan	٠	•		·						-
SOLOTOCOL ECIP-CIM	thin the state of	•	•			•	Ţ.	.].			
S010499001 Lump-rum	for Creation of Naw Positions - Chillen	•	٠	٠	•	•	ŀ			·	1
S010499003 [Jump-tum	for Recissification of Positions	•	•		1	1	-		•	•	
SOLDA SYCON	For Equivalent Record Form		•	•			1		-	1	
5010499010 tumo-tum	for Step Ingements - Length of Service			•			•	•		•	•
\$010499015 Love hv An	and - CMRin	•	•		•	•	-	-			•
KONGAROS CONTROL	onnei Genetitis	-	•		•						
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SOIDIDIDO Besic Salar	y. CMBan			*	٠	•		•		•	•
SQ10214001 Year End B	onus - OMitan	•	٠	•	•	•		-		•	•
5010716001 Mid-Yeer I	Sons - Chilten			•				. .			
COLOROGOUS IONINAMENTO	- Chillish	•							•		
5010499006 Lump-mm	for Compensation Adjustment				·	·			·		
E010499010 Lump-sum	E010499010 Lumb-sum for Shep Increments - Length of Service		-	. -			•	· ·			
DOLLAND COMPANY	Outer Designation										
Pension and Gratuity Fund			•		-	•	Ċ.	-	·		
S010403001 Territable	cave Benefits - Cytlan			•		•	•	· ·		•	1
- Constitution											
Unprogrammed Appropriation	#		•		•	•			•		
5010101001 Basic Salary - Chillen	Y-CMilen	-							1	-	1
SOIG215001 Mcd-Year B	onus - Ovilan	-				•			•		
SQ10303000 Philleeth	-Chillan		·	-		•			•		1
5010499006 Lump-sum	for Compensation Adjustment		•		•		-				
Automatic Appropriations				٠		٠			-		
5010301000 Retirement and Life Insurance Premit	sed Life injurance Premiums	•	•		•	•			•		1
COAND TOTAL		·].	•	•	•	•	-	•	-	
* based on the find report (FAR No. 1-4) as officially submitted	1. A. as officially submitted to the DOM										
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Prepared by:			COSN I	mending Approva				-			
	Budget Officer				Chief Administrative Office	rathe Officer			Regional Director	Olivector	