



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 Perpetual Index
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



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Email Address: capiz@depd.gov.ph



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

SEP 11 2024

REGIONAL MEMORANDUM

No. 829, 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 Perpetual Index
under the following subjects:

BENEFITS
BUDGET
FUNDS
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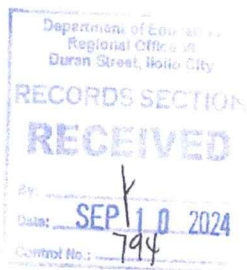


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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE



MEMORANDUM
OUF-2024-0687

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
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/ REGION | AMOUNT (In Thousand Pesos) | | |
|-------------------|---|--------------------------------------|-------------------|
| | 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.



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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 carl.bunyi@deped.gov.ph, copy furnished fs.bd@deped.gov.ph 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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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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| REPORT ON PERSONNEL SERVICES (PS) DEFICIENCIES | | | | | | | | | | New School Personnel Positions | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| SELECT REGION: ALL DIVISIONS | | | | | | | | | | | | | | | | | | | |
| COVERAGE: ALL OPERATING UNITS | | | | | | | | | | | | | | | | | | | |
| AMOUNT IN PESOS (Absolute Amount) | | | | | | | | | | | | | | | | | | | |
| Particulars | | | | | | | | | | | | | | | | | | | |
| Curricular programs, learning management models, standards and strategy development | | | | | | | | | | | | | | | | | | | |
| *Used/Assigned PS Allocation as of June 30, 2024 | | | | | | | | | | *Used/Assigned PS Allocation as of June 30, 2024 | | | | | | | | | |
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