



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

October 10, 2024

DIVISION MEMORANDUM

No. 622, s. 2024

**PROCESSING OF REQUIREMENTS FOR PERSONNEL SERVICES (PS)
DEFICIENCIES IN FISCAL YEAR (FY) 2024**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 948, s. 2024 dated October 9, 2024 titled **Processing of Requirements for Personnel Services (PS) Deficiencies in Fiscal Year (FY) 2024**.
2. Immediate dissemination of this Memorandum is desired.

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

Enclosure: None

Reference: Advisory from DBM dated October 7, 2024

To be indicated in the Perpetual Index
Under the following subjects

BENEFITS

FACILITIES

RULES AND REGULATIONS



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

OCT 09 2024

REGIONAL MEMORANDUM

No. 948, s. 2024

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

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

1. Attached is an Advisory from Maria Liane L. Gayomali, Regional Director, Department of Budget and Management – Region VI dated October 7, 2024 on the **Processing of Requests for Personnel Services (PS) Deficiencies 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
FACILITIES
RULES AND REGULATIONS

MIA_RRE/RM- Processing of Requests for Personnel Services (PS) Deficiencies in Fiscal Year (FY) 2024
RM-FD – 2024-559/ Oct.9,2024



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RELEASED

DBM Regional Office

DATE: OCT 08 2024

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VI

ADVISORY

RECEIVED
OCT 08 2024

For : DepEd Regional Office Proper (ROP), Schools Division Offices (SDOs), and Secondary School-Implementing Units (SS-IUs) in Region VI

Subject : **PROCESSING OF REQUESTS FOR PERSONNEL SERVICES (PS) DEFICIENCIES IN FISCAL YEAR (FY) 2024**

Date : 07 October 2024

- 1.0 Circular Letter (CL) 2024-13 dated 17 September 2024 prescribes the guidelines in the processing of requests for the release of funds to cover requirements for PS deficiencies in FY 2024.
- 2.0 Pursuant to Section 54 of the General Provisions (GP) of the FY 2024 General Appropriations Act and the aforementioned CL, the DBM ROs and the BMB-F are advised to adhere to the following procedures for decentralized departments, particularly for DepEd:
 - 2.1 Remind all units under the decentralized departments (i.e., DepEd) of the following sources per items 3.1 and 3.2 of the CL to cover deficiencies in salaries, bonuses, allowances, associated premiums, among others, i.e. i) Available PS allotments realized from unspent compensation/benefits of employees, and ii) Any FY 2024 unreleased PS appropriations.
 - 2.2 In case there are no more PS allotments available after considering item 3.1 under the CL, the units under the decentralized departments (i.e., DepEd) shall submit their requests to their respective Central Offices (CO), for evaluation/ consolidation.
 - 2.3 Consequently, the CO of said decentralized departments shall submit the said budgetary request to the DBM CO, particularly to the BMB-F, pursuant to Item No. 4.2 of the same CL.
- 3.0 In view hereof, DepEd ROP is requested to come-up with a mechanism to ensure that the provisions of the CL are observed without sacrificing the timely

release of funding requirements to cover PS deficiencies of various DepEd operating units.

- 4.0 In addition, the SDOs are enjoined to discontinue endorsing the special budgetary requests to cover requirements of PS deficiencies (e.g. funding requirements for filling up of positions, monetization of leave credits, terminal leave benefits, clothing and uniform allowance, Philhealth and Pag-ibig deficiencies) chargeable against the FY 2024 New School Personnel Positions, **effective immediately until the end of FY 2024.**
- 5.0 For guidance please. Thank you.


MARIA LIANE L. GAYOMALI
Regional Director