



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

August 14, 2024

DIVISION MEMORANDUM

OSDS No. 081, s. 2024

PREPARATION OF BUDGET EXECUTION DOCUMENTS (BEDs) FOR FY 2025

To: Assistant Schools Division Superintendent
Division Chiefs (SGOD and CID)
School Heads
Administrative Assistants II and III
Administrative Officer II
Both Elementary and Secondary Schools (IUs and Non-IUs)
All Others Concerned
This Division

1. The Department of Budget and Management (DBM) has recently released the approved FY 2025 National Expenditure Program (NEP) of all Operating Units (OUs). The NEP shall be the ceiling in formulating the Budget Execution Documents (BEDs) of OUs in a given budget year which shall be submitted to DBM on or before November 30, 2024. *(Please see attached list of allocations per school for your reference)*
2. Anent this, all schools are directed to discuss with their respective School Planning Team to firm up the School Improvement Plan (Annual Implementation Plan) and review the initially designed programs, activities and projects for FY 2025 which will serve as a tool in preparing the BEDs/Financial Plans for FY 2025.
3. The SIP – AIP and WFP for FY 2025 shall be submitted on or before September 30, 2024 to the SGOD Office for review.
4. Further, all schools are expected to have their pre-work and prepare the following documents: *(please see attached sample template for your reference)*
 - a. Approved SIP-AIP and Work and Financial Plan (WFP) for CY 2025
 - b. Quarterly School Operating Budget (SOB)
 - c. School Monthly Cash Program (SMCP)
 - d. Annual Procurement Plan for Common-Use Supplies (APP-CSE)
5. The above-mentioned School Financial Plans FY 2025 shall be presented for critiquing and finalization on October 21-23, 2024. Thus, such documents shall be approved and be submitted on or before November 4, 2024 to the Budget Office for consolidation.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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6. For the information, guidance and preferential attention of all.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosures: As stated.

Reference: None

Allotment: None

To be included in the perpetual Index under the following subjects:

BUDGET SCHOOLS ALLOCATION FUNDS

SAM/OSDS/DM/ PREPERATION OF BUDGET EXECUTION DOCUMENTS (BEDs) FOR FY 2025/
August 14, 2024



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FY 2025 SCHOOL MOOE ALLOCATION

School Name	Allocation
Elementary:	
Abang Suizo Integrated School	523,000
Amado Fernandez Sr. CES	1,385,000
Buenaflor ES	557,000
Casilda P. Venus ES	367,000
Dr. Manuel Grino CMES	932,000
Elisa P. Bernardo MES	665,000
J. Hector Lacson Elementary School	596,000
Josue S. Alcasid CS	708,000
Kalandagan ES	604,000
Lancheta-Magallon ES	442,000
Lourdes Pama Elementary School	408,000
Ma. Z. Bayya ES	727,000
Maria A. Montilla MES	785,000
New Isabela Central Elementary School	2,004,000
New Lagao ES	500,000
Pedregosa-Acosta ES	591,000
Rajah Muda ES	646,000
San Antonio ES	390,000
San Emmanuel ES	634,000
San Rafael ES	372,000
Tacurong Pilot ES	3,342,000
Tina ES	493,000
Upper Katungal ES	769,000
Victorina P. Dasmarinan ES	433,000
Junior High School:	
Abang Suizo Integrated School	448,000.00
Apolinario S. Bernardo Memorial National High School	1,084,000.00
Rajah Muda National High School	817,000.00
San Emmanuel National High School	1,492,000.00
San Pablo National High School	787,000.00
Tacurong National High School	5,622,000.00
Upper Katungal National High School	686,000.00
V.F. Grino National High School	2,362,000.00



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Senior High School:	
Apolinario S. Bernardo Memorial National High School	441,000.00
Rajah Muda National High School	223,000.00
San Emmanuel National High School	1,078,000.00
San Pablo National High School	241,000.00
Tacurong National High School	5,607,000.00
Upper Katungal National High School	198,000.00
V.F. Grino National High School	1,141,000.00



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Department of Education

Office Code :

Office Name :

Fiscal Year :

2025

FY 2025 EXPENDITURE FORM

PAP	KRA	Specific Program	Output	Output Priority Rank	Output Milestone	Activities
31.05000000000000 - Human resource development for teaching, teaching-related, non-teaching and other personnel (Total Budget Cost :2.00)						

Prepared by:

Certified Funds Available:

Recommending Approval:

Approved:

School Head
(Initiated By: Bookkeeper)

SHERYL A. MORADAS
Budget Officer III

GILBERT B. BARBERA, CESE
OIC - Assistant Schools Division Superintendent
(Initiated by: SGOJ Chief)

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



DEPARTMENT OF EDUCATION
Region XII – SOCKSAGREN
SCHOOLS DIVISION OF TACURONG CITY
Tacurong City, Sultan Kudarat

**SCHOOL OPERATING BUDGET
SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES**

For the Month of January 2025

School:
School I.D

OBJECT OF EXPENDITURE	UACS CODE	Program/Projects/Activities	Amount
Traveling Expenses			
Traveling Expenses - Local	5-02-01-010-00		
Training and Scholarship Expenses			
Training Expenses	5-02-020-10-02		
Supplies and Materials Expenses			
ICT Office Supplies Expenses	5-02-030-10-01		
Office Supplies Expenses	5-02-030-10-02		
Accountable Forms Expenses	5-02-030-20-00		
Total Supplies and Materials Expenses			
Utility Expenses			
Water Expenses	5-02-04-010-00		
Electricity Expenses	5-02-04-020-00		
Communication Expenses			
Postage and Courier Services	5-02-05-010-00		
Telephone Expenses-Mobile	5-02-05-020-00		
Telephone Expenses-Landline	5-02-05-020-02		
Internet Expenses	5-02-05-030-00		
Professional Services			
Auditing Services	5-02-110-20-00		
General Services			
Janitorial Services	5-02-12-020-00		
Repairs and Maintenance			
Repairs and Maintenance-Buildings and Other Structures			
Repairs and Maintenance- Building	5-02-13-040-01		
Taxes, Insurance Premiums and Other Fees			
Fidelity Bond Premiums	5-02-15-020-00		
Other Maintenance and Operating Expenses			
Printing and Publication Expenses	5-02-99-020-00		
Representation Expenses	5-02-99-030-00		
GROSS AMOUNT			
LESS: 5% TAX			
NET AMOUNT			

Prepared by:

School Head

SHERYLL A. MORADAS
Administrative Officer V

Recommending Approval:

GILBERT B. BARRERA, CESE
OIC - Assistant Schools Division Superintendent

Approved by:

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

SCHOOL MONTHLY CASH PROGRAM FOR FY 2025

ITEM & SPECIFICATION	ACCOUNT CODE	FIRST QUARTER			SECOND QUARTER			THIRD QUARTER			FOURTH QUARTER			GRAND TOTAL				
		Jan	Feb	March	Sub-Total	April	May	June	Sub-Total	July	Aug	Sept	Sub-Total		Oct	Nov	Dec	Sub-Total
UTILITY EXPENSES																		
1 Electricity Expense	5020402000																	0.00
2 Water Expense	5020401000																	0.00
COMMUNICATION EXPENSES																		
1 Telephone Bill (Landline)	5020502002																	
2 Telephone Bill (Mobile)	5020502001																	
3 Internet Subscription	5020503000																	
PROFESSIONAL SERVICES																		
1 Other General Service	5021199000																	
2 Environmental/Genltry Service	5021201000																	
3 Security Service	5021203000																	
SUPPLIES AND MATERIALS EXPENSES																		
1 Office Supplies Expense	5020301000																	
2 Accountable Form Expense	5020303000																	
3 Other Supply & Materials Expense	5020399000																	
TRAVELING EXPENSES																		
1 Traveling Expense-Local	5020101000																	
TRAINING AND SCHOLARSHIP EXPENSES (COVID-19 Supplies & Materials)																		
1 Training Expense	5020201000																	
2 Scholarly Grant Expense	5020202000																	
RM - BUILDINGS AND OTHER STRUCTURES																		
1 School Buildings	5021304002																	
2 Other Structure	5021304099																	
Water Supply Systems	5021303004																	
Power Supply Systems	5021303005																	
RM - MACHINERY AND EQUIPMENT																		
1 ICT Equipment	5021305003																	
2 Other Machinery & Equipment	5021010999																	
TAXES, INSURANCE PREMIUMS AND OTHER FEES																		
1 Facility Bond Premium	5021502000																	
OTHER MAINTENANCE AND OPERATING EXPENSES																		
1 Printing and Publication	5020902000																	
2 Reproduction Expense	5020903000																	
3 Transportation & Delivery Expense	5020904000																	
TOTAL (Gross)																		
Less: Tax (5%)																		
TOTAL (Net)																		

Prepared by:

Administrative Assistant III

Noted by:

School Principal

Reviewed by:

MAYTEOR D. ROMUALDO
 SDOO Chief

Certified funds available:

SHERYL A. MORALDES
 Admn. Officer V - Budget Officer III

Recommending approval:

GILBERT B. BARBERA, CSE
 OIC-Cast. Schools Division Superintendent

Approved:

GILDO G. MOSQUEDA, CEO VI
 Schools Division Superintendent

This form contains the common use supplies and equipment (CSE) being carried by the Procurement Service - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter No. 2011-6 and 2011-6-A dated 23 August 2011, the agencies are required to upload their APP-CSE 2024 Form to the APP-CSE 2024 Form - Other Items, can be downloaded from the Download page of PS-DBM website (www.ps-philippines.gov.ph) and must be submitted to PS-DBM through this link: <https://horizont.al/roads>. Only agencies with approved APP-CSE for the Biennial Procurement System (BPPS) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mphilippines and Downloads page of PS-DBM website (www.ps-philippines.gov.ph).
 1.0 Do not delete, add, or revise any items or rows on the PART I of this form, otherwise the form will be deemed invalid.
 2.0 Do not delete, add, or revise any items or rows on the PART II of this form, otherwise the form will be deemed invalid.
 3.0 For items not included on the list of PART II, separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Download page of PS-DBM website (www.ps-philippines.gov.ph) and must be submitted to PS-DBM through this link: <https://horizont.al/roads>.
 4.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, the APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not accompanied by a supplemental APP-CSE.
 5.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mphilippines account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
 6.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0922-4478245 (Globe) or 0918-2854526 (Smart), or email appscsd@ps-philippines.gov.ph or visit the PS-DBM website (www.ps-philippines.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: _____
 Address: _____
 Agency Code/ALCS: _____
 Organization Type: _____
 Also: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.
 Contact Person: _____
 E-mail: _____
 Telephone/Mobile No: _____

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3			

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

1	ALCOHOL, 60% ETOH	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	50.90	0.00
2	ALCOHOL, 60% ETOH	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	41.30	0.00

PART II. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

3	ALCOHOL, 60% ETOH	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	50.90	0.00
4	ALCOHOL, 60% ETOH	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	38.40	0.00
5	ALCOHOL, 60% ETOH	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.30	0.00
6	ALCOHOL, 60% ETOH	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	26.00	0.00
7	ALCOHOL, 60% ETOH	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
8	ALCOHOL, 60% ETOH	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
9	ALCOHOL, 60% ETOH	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	26.00	0.00
10	ALCOHOL, 60% ETOH	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
11	ALCOHOL, 60% ETOH	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
12	ALCOHOL, 60% ETOH	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	26.00	0.00
13	ALCOHOL, 60% ETOH	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	45.70	0.00
14	ALCOHOL, 60% ETOH	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
15	ALCOHOL, 60% ETOH	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	214.24	0.00

BATTERIES AND CELLS AND ACCESSORIES

16	BATTERY, 6V, 45AH	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	25.50	0.00
17	BATTERY, 6V, 45AH	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	18,450.40	0.00

BATTERIES AND CELLS AND ACCESSORIES

18	BATTERY, 6V, 45AH	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	21.64	0.00
19	BATTERY, 6V, 45AH	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	15.70	0.00
20	BATTERY, 6V, 45AH	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	92.50	0.00

CLEANING EQUIPMENT AND SUPPLIES

21	AIR FRESHENER	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	67.30	0.00
22	BROOM (WALL TACK)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	127.00	0.00
23	BROOM (WALL TACK)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	21.90	0.00
24	BROOM (WALL TACK)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
25	BROOM (WALL TACK)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	80.00	0.00
26	BROOM (WALL TACK)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.90	0.00
27	BROOM (WALL TACK)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	89.40	0.00
28	BROOM (WALL TACK)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	150.80	0.00