



OCT 01 2015


**DIVISION MEMORANDUM**

No. 660, s. 2015

**CREATION OF BOTTOM-UP BUDGETING TECHNICAL WORKING GROUP IN EACH LEVEL IN THE DEPARTMENT INCLUDING ROLES AND RESPONSIBILITIES**

To: Assistant Superintendent  
Education Supervisors/Coordinators  
District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads

1. For the information of all concerned, attached herewith is Regional Memorandum No. 564, s. 2015, entitled, "Creation of Bottom-Up Budgeting Technical Working Group in Each Level in the Department Including Roles and Responsibilities", which is self-explanatory.
4. Immediate dissemination of this Memorandum is desired.

  
**ARDEN D. MONISIT, ED.D.**  
Schools Division Superintendent



September 16, 2015

**REGIONAL MEMORANDUM**  
 No. **564** s. 2015

**CREATION OF BOTTOM-UP BUDGETING TECHNICAL WORKING GROUP  
 IN EACH LEVEL IN THE DEPARTMENT INCLUDING ROLES  
 AND RESPONSIBILITIES**

To: Schools Division Superintendents  
 Officers-in-Charge, Office of the Schools Division Superintendents

1. As stipulated in Item I of Enclosure No. 2 of DepED Order No. 24, s. 2015, each level of governance shall create a Technical Working Group (TWG) on the implementation of the BUB Projects. Below are the compositions of the TWG:

<b>Regional Office</b>	<b>Schools Division Offices</b>
<b>Chair: Regional Director</b>	<b>Chair: Schools Division Superintendent</b>
<b>Co-Chair: Assistant Regional Director</b>	<b>Co-Chair: Assistant Schools Division Superintendent</b>
<b>Members: Chief, Education Support Services Division            Chief, Quality Assurance Division            Chief, Policy, Planning and Research Division            Chief, Curriculum and Learning Management Division            Chief, Finance Division            Regional Focal Person of each BUB Projects</b>	<b>Members: Unit Head, School Management Monitoring and Evaluation Section            Unit Head, Planning and Research Section            Unit Head, Education Facilities Section            Unit Head, School Head Section            Unit Head, Budget and Accounting Sections            Division Focal Person of Each BUB Project</b>
<b>Secretariat/ BUB Coordinator: Education Support Services Division</b>	<b>Secretariat/ BUB Coordinator: Schools Governance and Operations Divisions</b>

2. **The roles and functions of the RO BUB-TWG Team are the following:**
- the chair shall convene meetings and deliberation of the RO TWG and provide regular feedback to the Undersecretary of Finance and Administration;
  - the chair and co-chair together with the designated BUB Coordinator shall attend Regional Poverty Reduction Action Team (RPRAT);
  - provide technical assistance and relevant data and information to the SDO BUB-TWG during the formulation of LPRAPs;
  - consolidate, review, and validate together with SDO the submitted LPRAPs and forward to DILG-RO;

- e. inform and coordinate with the SDO and LPRATs on the final and approved BUB projects as well as updates on its implementation;
- f. facilitate the implementation of BUB projects lodged in RO; and
- g. monitor the implementation of BUB Projects implemented in RO and SDO;
- h. validate the quarterly progress reports prepared by SDO and account the status of BUB projects in the online reporting system; and
- i. the secretariat shall set the meetings and document discussions of the meetings and consolidate issues and concerns relative to BUB Project implementation.

**The roles and functions of the SDOs BUB-TWG Team are the following:**



- a. the chair shall convene meetings and deliberation of the SDO TWG and provide regular feedback to the Regional Director;
- b. provide technical assistance and relevant data and information during the formulation of LPRAPs;
- c. consolidate, review, and validate together with RO the submitted LPRAPs;
- d. inform and coordinate with the LPRATs on the final and approved BuB projects as well as updates on its implementation;
- e. the Budget Division to release funds through sub-Allotment Release Order (sub-ARO) to recipient school;
- f. facilitate the implementation of BuB projects lodged in SDO;
- g. monitor the implementation and prepare quarterly progress reports for submission to RO; and
- h. the secretariat shall set the meetings and document discussions of the meetings and consolidate issues and concerns relative to BuB Projects implementations.

3. DepED Order No. 24, s. 2015 authorizes the utilization of the Program Support Fund (PSF) for the following eligible activities:

- a. Engagement of personnel (contract-of-service or job orders) to assist BUB Coordinators in RO and SDO in the implementation, monitoring and evaluation, and reporting, including encoding to Open BUB portal, of the BUB projects; and
- b. Conduct of activities in support of the implementation, monitoring and evaluation of BUB projects, such as coordination meetings/workshops, capacity building, technical assistance, field validation, and other related activities.

4. For engagement of personnel in the BUB implementation, monitoring and evaluation, and reporting, including encoding to Open BUB portal of the BUB projects, the Regional Office and Schools Division Offices are authorized to utilize the Program Support Fund (PSF) in hiring contract-of- service or Job Orders. SDOs should submit the Work and Financial Plan the amount indicated in the PSF. The PSF was already released/downloaded to the fifteen (15) SDOs with BUB Projects and Regional Office as reflected in the SARO.

5. For strict compliance.

  
**JULIET A. JERUTA** Ed. D., CESO V  
 Director III 

**PROGRAM SUPPORT FUND***Attachment 6*

Region	Province	Amount
REGION VII	REGIONAL OFFICE	1,437,000
	BAIS CITY	59,000
	BOHOL	1,130,000
	CARCAR CITY	23,000
	CEBU	2,059,000
	CITY OF GUIHULNGAN	34,000
	CITY OF NAGA	72,000
	CITY OF TALISAY	36,000
	CITY OF TANJAY	33,000
	DANAO CITY	215,000
	DUMAGUETE CITY	41,000
	LAPULAPU CITY	411,000
	NEGROS ORIENTAL	516,000
	SIQUJOR	331,000
	TAGBILARAN CITY	8,000
TOLEDO CITY	60,000	
<b>REGION VII Total</b>		<b>6,465,000</b>

