



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

19 Aug 2024

DIVISION MEMORANDUM
SGOD No. **082** s. 2024

ONLINE ENCODING OF FINANCIAL PLAN (FP) FOR FISCAL YEAR (FY) 2025

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Public Schools District Supervisors/Principals In-Charge
Public Secondary School Cluster Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Budget and Management (DBM) has released the Fiscal Year (FY) 2025 National Expenditure Program (NEP) formulated within the overarching theme of **“Agenda for Prosperity: Fulfilling the Needs and Aspirations of the Filipino People”** to achieve a meaningful national development and institutionalized specific programs and projects aimed at pursuing opportunities for accelerating economic recovery and post recovery development.
2. Anent this, all schoolheads of public elementary, integrated, and secondary schools including implementing units are directed to convene their respective School Planning Team (SPT) in crafting the fourth cycle of the School Improvement Plan (SIP) for FY 2025-2027 and Annual Improvement Plan (AIP) for FY 2025 based on the FY 2025 NEP.
3. Further, all schoolheads are directed to encode their FY 2025 Financial Plan (FP) by quarter at <https://bit.ly/SDSCFY2025NEP>. The online encoding is now open and shall be closed on October 1, 2024.
4. The following guidelines shall be strictly observed in the encoding of the FY 2025 FP by quarter.
 - a. Use only the sheet provided for the encoding of quarterly disbursement program i.e. Elementary, Junior High School, and Senior High School;
 - b. The spreadsheets shall not be altered. Adding sheets and deleting rows or columns shall not be allowed;
 - c. The total MOOE in the four quarters must be equal to the total MOOE based on the NEP;



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- d. The amount is already expressed in thousands. Hence, adding three zeroes shall not be allowed.
 - e. The amount shall be in full thousand per quarter. Hundreds are not allowed e.g. 20.5 instead of 20,500.
5. The FY 2025 FP prepared and encoded in the online spreadsheet by the schoolheads shall be used by the Budget Section in the preparation of the Budget Execution Documents (BEDs) to be submitted to the DBM.
6. Three copies of the following financial documents shall be submitted to the office of the School Governance and Operations Division (SGOD) on or before October 15, 2024.
- a. Hardcopies of the FY 2025 FP;
 - b. School Operating Budget (SOB) printed in a legal-sized white bond paper; and
 - c. Obligation Request and Status (ORS) printed in legal-sized yellow bond paper.
7. For more information, personnel concerned may contact the office of the SGOD and Budget Section via FB Messenger.
8. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

BUDGET

FUNDS

ALLOTMENT

SCHOOLS

CTF/DM-online encoding of financial plan for fiscal year 2025
0000/August 19, 2024



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