



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1091, s. 2024

**REQUESTS FOR PERSONNEL SERVICES (PS) DEFICIENCY
IN FISCAL YEAR (FY) 2024**

To: Schools Division Superintendents
School Principals
All Others Concerned

1. Pursuant to the issued DepEd Memorandum OUF-2024-0687 by the Undersecretary for Finance, Annalyn M. Sevilla, re: Processing of Requests for Personnel Services Deficiency in Fiscal Year 2024, please be advised to accomplish the FY 2024 Personnel Services Deficiency using this link: <https://bit.ly/2024PSDef>.
2. Hard copies of your report, duly signed by Schools Division Superintendent/School Principal, is still required.
3. Deadline of submission will be **on or before September 20, 2024**, to give time for this Office to review and consolidated the said report.
4. For queries and clarifications, please contact Ms. Ederlyn M. Pimentel through fd.bs.region1@deped.gov.ph or call (072) 682-2324 local 116.
5. Immediate dissemination and compliance with this Memorandum are desired.

TOLENTINO G. AQUINO
Director IV

Encl.: Memorandum OUF-2024-0687
Reference: None

To be indicated in the Perpetual_Index
under the following subjects:
Personnel Services

FD/ass/RM_Requests for PS Deficiency in FY 2024
FD24013/September 11, 2024



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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 earl.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.