



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Tanggapan ng Kalihim
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April 27, 2004

DepED MEMORANDUM
No. **185**, s. 2004

WORK AND FINANCIAL PLANNING, FYs 2004-2005

To: Undersecretaries
Assistant Secretaries
Bureaus/Centers/Services Directors
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. To optimize the use of the Department's limited resources, there shall be a synchronized planning of program/activities with budgets for all central and regional offices covering FY 2004-2005. In this regard, please be advised as follows:

a. Reconstitution of the Programs Committee (PROGCOM). This Committee is hereby reconstituted as follows:

Chair: Undersecretary for Programs and Projects
Co-Chair: Undersecretary for Regional Operations
Vice-Chair: Assistant Secretary for Programs and Projects
Members: Assistant Secretary for Planning and Development
Directors of BEE, BSE, BNFE, NETRC, NEAP, HNC,
IMCS, and TEC
Regional Directors of NCR and IV-B

PROGCOM as reconstituted, shall review all agency proposals for FYs 2004-2005 in terms of programs/projects to be pursued for the subject years. Secretariat services will be provided by the Office of Planning Service, particularly the Planning and Programming Division.

Plans must emphasize the program results chain (inputs-outputs-outcomes/impact) to facilitate measurement of progress achieved over time. The proposed programs should show quite clearly how they build on previous, related initiatives, or whether they are a continuation of the previous year's initiatives. There should be full disclosure about the future directions being pursued.

b. Creation of the Finance Committee (FINCOM). To support the PROGCOM in the determination of appropriate programs and activities for the Department that will require resources, there is hereby created a Finance Committee with the following composition:

Chair : Undersecretary for Finance and Administration
Co-Chair : Undersecretary for Legal Affairs
Vice-Chair : Assistant Secretary for Finance

Member:

Assistant Secretary for Legal Affairs
Directors of Administrative Service and
Technical Service
FMS Chiefs of Management and
Accounting Division
Chief of Property Division, Personnel and
Employees Welfare and Benefits Divisions
Finance Officers of Regions NCR and IV-A

FINCOM shall determine the appropriateness, completeness and reasonableness of the cost estimates reflected in the agency submissions duly endorsed by the PROGCOM. Also to be considered are the prior years spending levels of the office concerned to determine feasibility of targets being set. To assist FINCOM in the discharge of its functions, the FMS-Budget Division is hereby designated as its overall Secretariat.

2. Both PROGCOM and FINCOM are hereby directed to prescribe specific guidelines, schedules and coordination arrangements to be employed for the ensuing review of agency submissions for the FY 2005 budget proposals. Consultations with proponent agencies will be held along the way.
3. As a matter of policy, only the programs/activities with budgets, which both Committees will recommend favorably, will be formally approved by the DepED Executive Committee and will therefore, be allowed to commit specific resources of DepED. Attachment 1 shows the perceived flow of this new system to be employed.
4. Both Committees are also authorized to hold workshops/conferences and to tap resource persons, as deemed necessary, in the discharge of their respective functions.
5. All DepED orders and other issuances inconsistent herewith are hereby revoked or modified.
6. Immediate dissemination of this Memorandum is desired, and heads of offices are encouraged to discuss this with their respective officers/staff to ensure that everyone is fully informed.


EDILBERTO C. DE JESUS
Secretary 

Encls.: As stated
References: None
Allotment: 1-(D.O. 50-97)
To be indicated in the Perpetual Index
- under the following subjects:

COMMITTEE	PLANNING
FUNDS	PROGRAMS
OFFICIALS	

**PROPOSED SYSTEM FOR WORK AND FINANCIAL PLANNING
FYs 2004-2005**

