



FY 2019 Budget Preparation Forms & Calendar

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Budget Technical Bureau*



Outline of Presentation

- Budget Preparation (BP)Forms
- Budget Preparation Calendar
- Deadlines and Submission Requirements





Budget Preparation Forms



BP Forms

FROM

30

TO

24

PARTICULARS	2018 BUDGET CALL	2019 BUDGET CALL
Number of BP forms to be submitted:	30	24
Requiring encoding at the OSBPS	23	21
Generated from OSBPS (BP 201 Summary)	1	1
Manually prepared in excel formats	6	2



Discontinued BP Forms (7)

BP Form No.	Form Title	Remarks
BP 201 (A-1, B-1, C-1 and D-1)	Multi-year Requirements for the Proposed Year Tier 2 Proposal (PS, MOOE, FinEx and CO)	Information in the new BP 201-E (Summary of Out-year Requirements) is sufficient.
BP 201 (E-1)	Matrix of Priority Programs and Participating Agencies	Considered as an attachment to the BP Form 202-A (Convergence Programs and Projects)
BP 400	ANNUAL GAD PLAN AND BUDGET	Agencies shall submit to PCW the annual GAD plan and budget as well as accomplishment report in the Gender Mainstreaming Monitoring System (GMMS) of the PCW.
BP 400-A	ANNUAL GAD ACCOMPLISHMENT REPORT	



Revised BP Forms (7)

BP Form	TITLE
201	Summary of Obligations and Proposed Programs/Projects
201-A	Obligations for Personnel Services (PS)
201-B	Obligations for Maintenance and Other Operating Expenses (MOOE)
201-C	Obligations for Financial Expenses (FinEx)
201-D	Obligations for Capital Outlays (CO)
202	Proposal for New or Expanded Locally-Funded Projects
203	Proposal for New or Expanded Foreign-Assisted Projects



Revised BP Form: BP 202

Incorporation of total cost of the project (Box No. 12.3) , by expense class, including the requirements for the out-years for multi-year projects.

Revised BP Form 202 (2019 Budget Tier 2)					
PROPOSAL FOR NEW OR EXPANDED LOCALLY-FUNDED PROJECT					
12.3. TOTAL PROJECT COST					
Expense Class	Total Project Cost				
PS					
MOOE					
FINEX					
CO					
GRAND TOTAL					
12.4. REQUIREMENTS FOR OPERATING COST OF INFRASTRUCTURE PROJECT					
For Infrastructure projects, show the estimated ongoing operating costs to be included in Forward Estimates					
PAP (A)	2020 (B)	2021 (C)			
GRAND TOTAL					
12.5. COSTING BY COMPONENT(S)					
Components (A)	PS (B)	MOOE (C)	CO (D)	FINEX (E)	Total (F)



Revised BP Form: BP 203

Shortening the preparation process through reduced number of approving authorities

FY 2018 Budget Call

Revised BP Form 203 (2018 Budget Tier 2)				
PROPOSAL FOR NEW OR EXPANDED FOREIGN-ASSISTED PROJECT				
1. Proposal/Project Name				
2. Implementing Department / Agency				
3. Project ID				
4. Priority Ranking No.				
5. Categorization		New <input type="checkbox"/>	Infrastructure <input type="checkbox"/>	
		Expanded/ Revised <input type="checkbox"/>	Non-Infrastructure <input type="checkbox"/>	
6. Total Proposal Cost:				
7. Description:				
8. Purpose:				
9. Beneficiaries:				
10. Implementation Period:		ORIGINAL		
		Start Date:		
		Finish Date:		
		REVISED		
		Start Date:		
		Finish Date:		
11. Pre-Requisites:		Approving Authorities		Reviewed/Approved
			Yes	No
				Not Applicable
				Remarks
		NEDA Board	<input type="checkbox"/>	<input type="checkbox"/>
		NEDA Board - ICC	<input type="checkbox"/>	<input type="checkbox"/>
		DPWH Certification	<input type="checkbox"/>	<input type="checkbox"/>
		DPWH MOA	<input type="checkbox"/>	<input type="checkbox"/>
		DPWH Costing	<input type="checkbox"/>	<input type="checkbox"/>
		DENR Clearance	<input type="checkbox"/>	<input type="checkbox"/>
		RDC Consultation	<input type="checkbox"/>	<input type="checkbox"/>
		CSO Consultation	<input type="checkbox"/>	<input type="checkbox"/>
		List of Locations	<input type="checkbox"/>	<input type="checkbox"/>
		List of Beneficiaries	<input type="checkbox"/>	<input type="checkbox"/>
		Others (please specify)		



FY 2019 Budget Call

Revised BP Form 203 (2019 Budget Tier 2)				
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1. Proposal/Project Name				
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3. Project ID				
4. Priority Ranking No.				
5. Categorization		New <input type="checkbox"/>	Infrastructure <input type="checkbox"/>	
		Expanded/ Revised <input type="checkbox"/>	Non-Infrastructure <input type="checkbox"/>	
6. Total Proposal Cost:				
7. Description:				
8. Purpose:				
9. Beneficiaries:				
10. Implementation Period:		ORIGINAL		
		Start Date:		
		Finish Date:		
		REVISED		
		Start Date:		
		Finish Date:		
11. Pre-Requisites:		Approving Authorities		Reviewed/Approved
			Yes	No
				Not Applicable
				Remarks
		NEDA Board	<input type="checkbox"/>	<input type="checkbox"/>
		NEDA Board - ICC	<input type="checkbox"/>	<input type="checkbox"/>
		List of Locations	<input type="checkbox"/>	<input type="checkbox"/>
		List of Beneficiaries	<input type="checkbox"/>	<input type="checkbox"/>
		Others (please specify)		



New BP Form: BP 201-E

Specific Form to reflect Consolidated Out-year Requirements, by allotment class

BP FORM 201-E - SUMMARY OF OUTYEAR REQUIREMENTS (In P'000)																													
Department:												Agency:																	
Cost Structure/ Activities/ Projects (1)	Key Program Code(s) (2)	Multi-Year Requirements For FY 2019 Proposals																											
		2020											2021																
		Tier 1					Impact of 2019 Tier 2					TOTAL 2020 Requirements (13)	Tier 1					Impact of 2019 Tier 2					TOTAL 2021 Requirements (24)						
PS (3)	MOOE (4)	FinEx (5)	CO (6)	TOTAL (7)	PS (8)	MOOE (9)	FinEx (10)	CO (11)	TOTAL (12)	PS (14)	MOOE (15)		FinEx (16)	CO (17)	TOTAL (18)	PS (19)	MOOE (20)	FinEx (21)	CO (22)	TOTAL (23)									
GRAND TOTAL																													
Prepared By:						Certified Correct By:						Approved By:						Date:											
_____						_____						_____						_____											
Budget Officer						Planning Officer						Chief Accountant						Head of Office						DAY/MO/YEAR					

Reminders:

- ✓ To be prepared Manually in excel format, by PAP, by Allotment Class (only)
- ✓ Funding Requirements for 2020 & 2021 Tier 1 should be based on the forward estimates as agreed upon between DBM and agencies.
- ✓ Indicate also the Impact of the 2019 Tier 2 proposals to 2020 and 2021 separately.



Renamed BP Form:

FY 2018 Budget Call

BP FORM 201 - SCHEDULE E PROGRAM EXPENDITURE PLAN (in P'000)
1. KEY RESULT CLUSTER:
2. PROGRAM NAME:
3. IMPLEMENTING AGENCIES AND COMPONENT ACTIVITIES:

FY 2019 Budget Call

BP FORM 202-A CONVERGENCE PROGRAMS AND PROJECTS (in P'000)
1. KEY RESULT CLUSTER:
2. PROGRAM NAME:
3. IMPLEMENTING AGENCIES AND COMPONENT ACTIVITIES:





FY 2019 Budget Preparation Calendar





Timelines to Remember in the FY 2019 Budget Preparation Calendar



- Submission (thru OSBP) of B.P. Form Nos. 201 A, B, C, D
– Past Year’s Actual Obligation - Feb 2, 2018
- Consultation with Agencies on the Formulated FY 2019 Tier 1 Level- Feb 1-Mar 2, 2018
- Sending of Confirmation Letters for Tier I Level to Agencies - Mar 14-16, 2018
- Deadline of Submission - April 19, 2018
 1. Thru OSBPS: CY 2019 Budget Proposals Tiers 1 (FEs) and 2 (New Spending)
 - 2 Manually-prepared: a.) Summary of Out-year Requirements
b.) Convergence Programs & Projects
- Conduct of Technical Budget Hearings for Tier 2
(New Spending) Proposals - May 2 - 25, 2018





Timelines to Remember in the FY 2019 Budget Preparation Calendar



- Sending of Confirmation Letters to Agencies of the Total Budget Levels (Tiers 1 and 2) - Jun 4-6, 2018
- Printing of CY 2019 Budget Documents - Jun 25 - Jul 6, 2018
- Submission of the CY 2019 President's Budget to Congress (Day of the State of the Nation Address) - July 23, 2018



Deadlines and Submission Requirements

PARTICULARS	SUBMISSION REQUIREMENT	FORMAT
February 2, 2018		
1. FY 2017 Actual Obligations	1. BP Form 201 – Summary 2. BP Form 201 (Schedules A, B, C, & D)	OSBPS-generated hard copies (in triplicate)
2. FY 2017 – 2021 Revenue Program	BP Forms 100 and 100-A, B and C	
April 19, 2018		
1. Details of FY 2019 Tier 1 (FEs) 2. FY 2019 Tier 2 Budget Proposals	1. All BP Forms (except BP Form 201-E & BP 202-A)	OSBPS-generated hard copies (in triplicate)
3. Supporting documents	2. Tier 2 justification letter 3. Thrust/Priorities for the Budget Year 4. Program/Project Implementation Strategies for FY 2019 5. FY 2017 Actual Physical Accomplishment 6. Inventory of Equipment as Required under NBC Nos. 438, 446 and 446-A	Hard Copy (in triplicate)
4. Summary of Out-year Requirements	BP Form 201-E	Excel-format hard copies (in triplicate)
5. Convergence Programs & Projects	BP Form 202-A	



Submission Requirements

- BP Form 300 (FY 2019 Proposed Provisions)
 - Incomplete forms will not be considered in the evaluation of proposed special and general provisions.
- BP Form C (Summary of RDC Inputs and Recommendations on Agency New and Expanded Programs and Projects)
 - ACOs to provide feedback to RDC on the actions taken relative to the proposals and the reasons therefor by furnishing RDC of the copy of BP Form C as submitted to DBM.
- BP Form 202/203
 - Required submission for all Tier 2 proposals, including MITHI-endorsed ICT proposals



Submission Requirements – Specific Procedures



- DepEd
- SUCs
- DND – PMA, NDCP
- DILG - PPSC
- DOST - PSHS
- OEO - TESDA

– Budget Proposal submissions should cover only those activities to be implemented within the CALENDAR YEAR 2019 (January to December 2019 only), **not the requirements for the whole Academic Year (June 2018 to March 2019)**

Submission Venue

Agencies 

Administrative Service – Central
Records Division (**AS-CRD**), Ground
Floor, DBM Building III, General Solano
Street, San Miguel, Manila

THANK YOU





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