



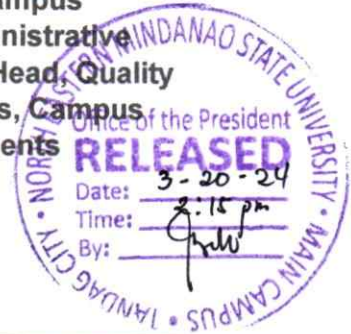
**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 03-038 s. 2024**

**TO: Vice Presidents, Research Director, Extension Director, Campus Directors, Chief Administrative Officers, Supervising Administrative Officers, Planning Officer, Human Resources Officer, ICT Head, Quality Assurance Head, ITSO Manager, Campus Planning Officers, Campus Budget Officers, Project Management Unit, Project Proponents**

**FROM: SUC President III**

**SUBJECT: Pre-Technical Budget Hearing for FY 2025 with DBM**

**DATE: March 20, 2024**



With the issuance of NBM No. 149 or the National Budget Call for FY 2025 last December 27, 2023, the budget preparation phase has officially started. In line with this, the Department of Budget and Management Regional Office XIII has sent a letter informing the university on the conduct of **Pre-technical Budget Hearing (TBH) for FY 2025 Budget Proposals on March 26, 2024** venue TBA.

The proponents are advised to bring the hard copies and any other supporting documents to support their proposals so that these can be included during the consultation. Furthermore, each campus is also advised to study their proposals including the details on the budget, the purpose and other essential information to be presented during the pre-TBH.

The presentation shall be brief and must contain specific details such as the title of the project or activity, total cost, description and purpose.

Expenses incurred in this meeting shall be funded from the General Fund subject to the accounting and auditing rules and regulations.

For information and strict compliance.

*for file* 3-20-2024  
**NEMESIO C. LOAYON, PhD**  
SUC President III