



Republic of The Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF CAPIZ**  
Banica, Roxas City



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**OFFICE ADVISORY**  
No. 243 s. 2020

November 4, 2020

**TO** : Secondary School Principal of Implementing Units and  
Bookkeepers/Accountants of Secondary Schools Implementing Units

**SUBJECT** : SUBMISSION AND ENCODING OF BUDGET AND EXECUTION DOCUMENT (BED) IN THE  
UNIFIED REPORTING SYSTEM (URS) FOR FY 2021 BUDGET

1. Pursuant to Circular Letter No. 2016-9 dated October 27, 2016 submission and encoding of BED No. 1 and 3 in the Unified Reporting System (URS) will be on or before Nov. 15, 2020.
2. Per Department of Budget and Management (DBM) Circular Letter No. 2020-13 dated October 26, 2020 All Secondary School Implementing Units are hereby required to submit through email in the Division Budget Office the signed scanned PDF File copy of URS generated BED 1 and 3 for consolidation purposes and submission to the DBM Regional Office No. 6 on November 10, 2020.
3. Strict Compliance is a must.

  
SALVADOR O. OCHAVO, JR. Ed.D., CESO V  
Schools Division Superintendent

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