



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



Telefax No. (036) 6210-974 / Tel. No. (036) 6216-118

DIVISION MEMORANDUM
No. 019 s. 2019

February 4, 2019

**SUBMISSION OF BUDGET REPORTS OF IMPLEMENTING UNITS
FOR 2019 AND YEAR THEREAFTER**

TO: Public Secondary School Principals of Implementing Units

1. In order to facilitate efficient and timely submission of reports, the Budget Section is hereby implementing the schedule below of submission of the regular reports to the Regional Office, Department of Budget & Management (DBM), and Central Office (CO) with the following schedule.

Reports	Regional Office	DBM	Central Office
1. Flash Report	Every 2 nd day of the Following Month		
2. Budget Monitoring System (BMS)			Every 10 th day of the following Month
3. Utilization Report System (URS)		Every 10 th day of the Following Quarter	
4. Budget Execution Document (BED)		Every 30 th day of November	

Late or non-submission of the said report on time is subject to justification by the School Head as required by the above Offices concerned.

Your Sincere Observance is desired.

Thank you.


ROEL F. BERMEJO, CESO V
Schools Division Superintendent