



Republic of the Philippines
Department of Education
Region VI – Western Visayas

November 3, 2023

DIVISION MEMORANDUM

No. **550** s. 2023

**TRAINING-WORKSHOP ON THE PREPARATION, ENCODING AND SUBMISSION
OF BUDGET EXECUTION DOCUMENTS (BEDs) FOR FY 2024**

To: Public Secondary School Heads of Implementing Units
Accountants/Bookkeepers of Implementing Units
All Others Concerned

1. This Office, through the Budget Unit, will conduct a **Training-Workshop on the Preparation, Encoding and Submission of Budget Execution Documents (BEDs) for FY 2024** on November 16-17, 2023. The venue will be announced later.
2. This activity aims to facilitate and ensure timely and accurate preparation and encoding of BED No. 1 (Financial Plan) and BED No. 3 (Monthly Disbursement Program) in the Unified Reporting Systems.
3. The participants to this activity are the financial staff from each implementing unit in-charge of the preparation of financial and budgetary reports. Attendance is a must. Strictly only one (1) participant per school.
4. The participants are requested to bring the following:
 - a. Laptops and extension cords;
 - b. Copy of National Expenditure Program (NEP) FY 2024; and
 - c. Actual Tax Computation for PS and MOOE.
5. A registration fee of **Three Thousand Pesos Pesos (P3,000.00)** will be charged to each participant to cover expenses for food, lodging, and training supplies. Registration fee and other allowable expenses of the participants are chargeable against the school MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Encl.: None

Reference: DBM Circular Letter No. 2022 - 14

To be indicated in the Perpetual Index
under the following subject;

TRAINING

WORKSHOP

EMPLOYEES



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