



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

November 11, 2024

DIVISION MEMORANDUM
NO. 708, s. 2024

**ADVISORY ON THE SUBMISSION OF BUDGET EXECUTION DOCUMENTS
(BEDs) COVERING THE FISCAL YEAR (FY) 2025 BUDGET**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD and CID
Public Schools District Supervisors
Heads of Public Secondary and Integrated Schools

1. Attached is DBM Advisory dated November 7, 2024 titled **Submission of Budget Execution Documents (BEDs) covering the Fiscal Year (FY) 2025 Budget.**
2. Immediate dissemination of this Memorandum is desired.


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

Enclosure: As stated
Reference: DBM Region VI Advisory dated November 7, 2024
To be indicated in the Perpetual Index
Under the following subjects

SUBMISSION
BUDGET
DOCUMENTS
EVALUATION



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RELEASED
DBM Regional Office VI

BY: _____
DATE: NOV 07 2024

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VI

ADVISORY

For : DepEd Regional Office Proper (ROP), Schools Division Offices (SDOs), and Secondary School-Implementing Units (SS-IUs) in Region VI

Subject : **SUBMISSION OF BUDGET EXECUTION DOCUMENTS (BEDs) COVERING THE FISCAL YEAR (FY) 2025 BUDGET**

Date : 07 November 2024

- 1.0 Circular Letter (CL) No. 2022-14 dated 28 October 2022 prescribes the guidelines for the preparation and submission of the Annual BEDs covering the FY 2023 budget and thereafter.
- 2.0 Please be informed that BEDs consistent with the NEP can already be encoded in the URS for submission to DBM.
- 3.0 **For Regionalized Departments/Agencies (e.g. DepEd)**, below are the prescribed deadlines under Item 4.5.1 of the Circular:

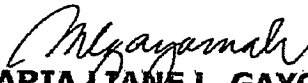
Particulars	Deadline of Submission
Agency Submission of BEDs	November 30 of the current year
DBM Evaluation	Five (5) working days after November 30 of the current year
Agency Submission of BEDs as GAA-Consistent	Fifteen (15) working days after approval of the GAA

- 4.0 However, considering that the 4th quarter of the fiscal year is unavoidably a busy time with increased budget execution requests and other official activities received, processed, and functioned by our technical staff, we would gladly appreciate submission of the **BEDs earlier than the prescribed deadline**.
- 5.0 Further, kindly remember Item 4.5.4 of the Circular which states –

Only hard copies of the two sets of BEDs generated from the URS, duly signed by the Head of the department/agency/OYU or his/her authorized representative, **shall be recognized as compliant with the submission**

requirements: 4.5.4.1 BEDs based on the NEP; and 4.5.4.2 BEDs consistent with the GAA, if changes are made in the NEP level. It must be emphasized that the hard copy submission must be the same as the encoded data under the URS. In the event the submitted hard copies of the required BED Forms duly endorsed by the Department/Agency Heads are inconsistent with the encoded data under the URS, the encoded data shall prevail and will be regarded as the official submission of the Departments/Agencies.

6.0 For information, please. Thank you.


MARIA LIANE L. GAYOMALI
Regional Director