



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

November 22, 2024

DIVISION MEMORANDUM
No **747** s. 2024

**SUBMISSION OF URS GENERATED BUDGET EXECUTION
DOCUMENTS (BEDs) FOR FY 2025**

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

1. In compliance with **DBM Advisory** titled **Submission of Budget Execution Documents (BEDs) covering the Fiscal Year (FY) 2025**, all secondary school implementing units are advised to prepare their URS Generated Budget Executions Documents (BEDs 1 & 3) in the Unified Reporting System.
2. The secondary school implementing units are directed to submit two (2) hard copies of **submitted status** reports (BEDs 1 & 3), duly signed by the School Head and Accountant / Bookkeeper / Designated Bookkeeper of Secondary Implementing Units on or before **November 25, 2024** to the Budget Section.
3. Immediate dissemination and compliance with this Memorandum are desired.


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

Encl.: As stated
Reference: DepEd Regional Memorandum No. 1175, s. 2024
To be indicated in the Perpetual Index
under the following subject;

REPORTS



Address: Banica, Roxas City
Contact Number: (036) 520 0696
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>