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

26 OCT 2026

DIVISION MEMORANDUM
No. 541 s. 2026

TRAINING - WORKSHOP ON THE ENCODING, VALIDATION AND SUBMISSION OF BUDGET EXECUTION DOCUMENTS (BEDs) FOR FY 2027

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

1. This Office will conduct a Three (3) – Day **Training - Workshop on the Encoding, Validation and Submission of Budget Execution Documents (BEDs) for FY 2027** on **November 18-20, 2026.** The venue will be announced later.

2. This activity aims to orient concerned personnel on the proper encoding and submission of Budget Execution Documents (BEDs) Nos. 1 and 3 through Google AppSheet, as introduced and mandated by the DepEd Central Office pursuant to Memorandum No. OUF-2026-2317 dated October 7, 2026, and through the Unified Reporting System (URS), in accordance with DBM Circular Letter No. 2022-14 dated October 28, 2022.

3. The participants in this activity are the financial staff from each implementing unit responsible for the preparation of financial and budgetary reports. **Attendance is mandatory**.

4. The following are attached to this Memorandum.

a. Enclosure No. 1 – List of participants
b. Enclosure No. 2 – Activity Matrix
c. Enclosure No. 3 - List of Program Management Team

5. The participants are requested to bring the following:

a. Laptops and extension cords;
b. Copy of National Expenditure Program (NEP) FY 2027; and
c. Actual Tax Computation for PS and MOOE.

6. To cover expenses for meals, accommodation, and training supplies, a registration fee of Four Thousand Eight Hundred Pesos (**₱4,800.00**) shall be collected from each participant, chargeable against local funds and subject to the usual accounting and auditing rules and regulations. Meanwhile, the expenses for meals and accommodation of SDO personnel involved in the conduct of the activity shall be charged against the Division MOOE, subject to the usual accounting and auditing rules and regulations.

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Contact Number: (036) 520 0696
Email Address: capiz@deped.gov.ph
Website: http://depedcapiz.ph

7. Travel and incidental expenses of participants may be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.

8. This Memorandum serves as Authority to Travel of all the participants.

9. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated.
Reference: As stated.
To be indicated in the Perpetual Index
under the following subject;

WORKSHOP REPORTS

Enclosure No. 1 – List of Participants

	School	Name of Participant	Designation
1	Arturo Jugo National High School	PAUL JAMES O. HINGUILLO	ADAS II
2	Bongsuan National High School	JOHN ALBERN V. SOROLLA	AO II
3	Feliciano Yusay Consing National High School	JOSE RONALDO B. GOLERO	ADAS III
4		MA. RITA G. BORBON	ADAS II
5	Camburanan National High School	JOSEPH E. DELA TORRE	Teacher III/Des. Bookkeeper
6		GINA E. QUIDATO	ADAS III
7	Candelaria National High School	JASMIN V. CHU	AO II
8		LIRA P. FAELDONIA	ADAS II/ Des. Bookkeeper
9	Capiz National High School	ALBERTH JUSTINE D. BALGOS	ACCT I
10	Casanayan National High School	RENIL A BERIA	ADAS III
11	Col. Patrocenio Artuz National High School	ROSIE JEAN F. AGNO	ADAS III
12	Commissioner Luis R. Asis National High School	DINO RAOUL GERVACIO B. LUBIO	ADAS III ADAS II
13	Concepcion Castro Garcia National High School	JULIUS C. AYOPELA JR.	ADAS III
14	Cuartero National High School	ANNIE P. BASAMOT	ADAS III
15	Dao National High School	JUDYMAR D. BERBANIO	ADAS III
16	David Moises Memorial High School (Balit National High School)	HANNAH GRACE J. PAGAYONAN	ADAS III
17	Don Felix Balgos Memorial National High School	JEBLAY ROSE S. BEJO	ADAS III
18	Dr. Vicente V. Andaya, Sr. National High School	JEAN MARGARET D. FELLER	TEACHER I
19		JACELLOU B. PORRAS	ADAS II/ DES. BOOKKEEPPER
20	Dulangan National High School	RANDY D. ALO	ADAS III
21	Dumalag Central National High School	GIRLIE C. AYOPELA	ADAS III
22	Estefania Montemayor National High School	NIEVES C. JALLORINA	ADAS III

	School	Name of Participant	Designation
23	Florentina Batoampo Degala National High School	LORENA DEGALA	ADAS III
24	Jose Diva Avelino National High School (Hipona NHS)	LEONIDAS H. MALLILLIN	ADAS III
25	Ivisan National High School	KIMBERLY SEBASTIAN F. EUDELA	Administrative Officer II
26	Jagnaya National High School	JENET CLAUDINE L. LAGO	Administrative Assistant III
27	Jamindan National High School	JUNA F. BEATIZULA	Administrative Assistant III
28	Leodegario De Ocampo, Sr. National High School (formerly Capagao National High School)	MARY ROSE B. DORADO	AO II
29	Lucero National High School	LYN V. ESPINO	ADAS-III
30	Maayon National High School	ALDRIN D. DELEÑA	ADAS- III
31	Macario Delfin Bermejo National High School (Jaena Norte)	KAREN N. GABRIDO	Administrative Assistant III
32	Maindang National High School	HANNA F. SALAZAR	ADAS III
33		MEAZIEL E. PALMARES	ADAS II
34	Malonoy National High School	MA. RUBY E. BRINOSA	ADAS III
35	Mambusao East National High School (Extension of David Moises Memorial High School)	MERRYLL C. YOUNG	ADAS III
36	Mambusao National High School (David Moises National High School - Mambusao West Extension)	Randy A. De Juan	ADAS III
37	Manuel F. Onato Memorial High School	FLORENCIO L. MONTERO	ADAS III
38	Marciano Patricio National High School (formerly Pilar National High School)	CHONA B. BASINILLO	ADAS III

	School	Name of Participant	Designation
39	Mayor Ramon A. Benjamin, Sr. Memorial High School	MARY GRACE S. BAJON	ADAS III ADAS II
40	Panitan National High School	JANET D. MALLILLIN	ADAS III
41	Pontevedra National High School	SHERYL C. VILLAMOR	ADAS III ADAS II
42		SARRAH JANE C. CERELOS	ADAS II
43	Putian National High School	DEXTER O. FANTILAGA	ADAS II
44	San Nicolas National High School, Pilar	LOREN B. DELA PEÑA	ADAS II (Designated Bookkeeper)
45	San Nicolas National High School, Tapaz	MARY GRACE G. GAPI	ADAS II
46		MARY GRACE L. LOREJO	ADAS II (Designated Bookkeepert)
47	Sapian National High School	JULIET D. BRILLANTES	ACCOUNTANT I
48	Tapaz National High School	JOY C. SENADOR	Designated Bookkeeper
49		GERSON F. GERONA	ADAS III
50	Tuburan National High School - F. Degala National High School Extension	MELVIN M. DERRAMAS	ADAS III

Enclosure No. 2 – Activity Matrix

Time	Activity/Topic	Expected Output	Facilitator/Person-in-Charge
8:00 – 8:30AM	Registration	Attendance Sheet	Secretariat
8:30-9:00 AM	Opening Program • Philippine National Anthem • Prayer • DepEd Quality Policy • Welcome Message • Statement of Purpose	Participants oriented on the activity objectives	Secretariat
9:00-9:30 AM	Inspirational Message	Participants motivated and aligned with division goals	Schools Division Superintendent
9:30-10:00 AM	Updates on DBM Issues and Guidelines	Updated knowledge of DBM issues, policies, and guidelines.	**Cecil Joy D. Diocson**
10:00-10:15 AM	Health Break		
10:15-12:00 PM	Reminders of FY 2027 Budget Execution Documents and FY 2026 Budget and Financial Accountability Reports Submission	Improved compliance with the timely and accurate submission of FY 2027 BEDs and FY 2026 BFARs.	**Cecil Joy D. Diocson**
12:00–1:00 PM	Lunch Break		
01:00–3:00 PM	Workshop 1: Encoding of Beds 1 & 3 in the Unified Reporting System	Accurate and complete encoding of BEDs Nos. 1 and 3 in the Unified Reporting System (URS).	**Workshop Facilitators**
03:00-03:15PM	Health Break		
03:15-5:00 PM	Workshop 1: Continuation		

Time	Activity/Topic	Expected Output	Facilitator/Person-in-Charge
8:00-8:15 AM	Recapitulation of Day 1	Shared understanding of previous outputs	Assigned Participant
8:15-10:00 AM	Introduction to the Encoding of Budget Execution Documents (BEDs) Nos. 1 and 3 through Google AppSheet	Enhanced understanding of the encoding process for BEDs Nos. 1 and 3 through Google AppSheet.	**Viene Dee D. Calizo**
10:00-10:15 AM	Health Break		
10:15-12:00 AM	Registration to the Google AppSheet Portal	Successful registration of participants in the Google AppSheet portal.	**Viene Dee D. Calizo**
12:00–1:00 PM	Lunch Break		
01:00–3:00 PM	Workshop 2: Encoding of Beds 1 & 3 in the Google Appsheet Portal	Accurate and complete encoding of BEDs Nos. 1 and 3 in the Unified Reporting System (URS).	**Workshop Facilitators**
03:00-03:15PM	Health Break		
03:15-5:00 PM	Workshop 2: Continuation		

Time	Activity/Topic	Expected Output	Facilitator/Person-in-Charge
8:00-8:15 AM	Recapitulation of Day 2	Shared understanding of previous outputs	Assigned Participant
8:15-10:00 AM	Continuation of the Workshop		**Workshop Facilitators**
10:00-10:15 AM	Health Break		
10:15-12:00 PM	Continuation of the Workshop		**Workshop Facilitators**
12:00–1:00 PM	Lunch Break		
01:00–3:00 PM	Verification of BEDs Nos. 1 and 3 Submissions in	Accurate and complete encoding of BEDs Nos. 1 and 3 in the Unified	

	the URS and Google AppSheet	Reporting System (URS).	
03:00-03:15PM	Health Break		
03:15-4:00 PM	Issues, Concerns, and Next Steps	Identified issues and concerns, with corresponding action plans and next steps.	**Cecil Joy D. Diocson** **Denmark L. Llanera**
4:00-4:30PM	Closing Program and Awarding of Certificates		
HOME SWEET HOME			

Enclosure No. 3 – List of Program Management Team

Roles	Persons Involved
Overall Program Lead	**Roel F. Bermejo** Schools Division Superintendent **Marlon P. Destreza EdD** OIC - Assistant Schools Division Superintendent
Training Managers	**Cecil Joy D. Diocson** Administrative Officer V – Budget **Denmark L. LLanera** Accountant III
Resource Speaker	**Cecil Joy D. Diocson** Administrative Officer V – Budget **Viene Dee D. Calizo** Administrative Assistant III
Workshop Facilitators / Secretariat	**Jamie Rose C. Magsila** Admin Aide I **Faith J. Manguardia** Administrative Assistant III **Cerelo Villagracia** Administrative Aide VI **Randy A. De Juan** Administrative Assistant III President – Bookkeepers Association - Capiz