



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Brgy 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 / (034) 471-2454



DIVISION MEMORANDUM

No. 267, s. 2019

To: Secondary School Heads of Implementing Units
Bookkeepers of Implementing Units
Accountant and Budget Officer

From: **PORTIA M. MALLORCA, Ph. D, CESO V**
Schools Division Superintendent

Subject: **PREPARATION OF 2020 BUDGET EXECUTION DOCUMENT (BED)**

Date: November 20, 2019

1. There will be a preparation Of 2020 Budget Execution Document (BED) on November 20, 2019, 8:00 AM – 5:00 PM at Florentino Galang Sr. National High School-Main. At the same time, other matters concerning the accounting and budgeting compliance will also be discussed.
2. Participants in this activity shall be composed of the following:

Participants	No.
Accountant	1
Budget Officer	1
IU Bookkeeper (ADAS III)	10
Division Bookkeeper	1
ADAS III (Budget)	1
Total	14

3. Participants are advised to bring the following:
 - i. AIP, ASB, APP, PPMP, and MCP 2020
 - ii. Working Papers
 - iii. Packed Lunch
4. Travelling expenses of the participants are chargeable against local funds or MOOE subject to the usual government accounting and auditing rules.
5. For your compliance.