



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Division Memorandum

No. 421, s. 2023

NOV 16 2023

**Seminar-Workshop on the Preparation of
2024 Budget Execution Documents (BEDs)**

To: Assistant Schools Division Superintendent
Implementing Units Secondary School Heads
Implementing Units Senior Bookkeepers
Implementing Units Administrative Assistants – Budget
All Others Concerned

1. Relative to the issuance of **DBM Circular Letter No. 2022-14 dated October 28, 2022**, entitled, **“Prescribing Guidelines for the Preparation and Submission of the Annual Budget Execution Plans Covering the Fiscal Year (FY) 2023 Budget and Thereafter”**, this Office, thru the Finance Unit, will conduct a **Seminar-Workshop on the Preparation of 2024 Budget Execution Documents (BEDs)** on **November 22, 2023, 8:30 a.m. – 5:00 p.m.** at the New Division Office Building Conference Hall.
2. The purpose of this activity is to:
 - a. prepare reports in accordance with the prescribed guidelines;
 - b. encode and submit the final and complete Budget Execution Documents (BEDs) through Unified Reporting System (URS) within the specified timeline for the agency; and
 - c. apply mechanisms for transparency and accountability.
3. The program matrix of the seminar-workshop is found in **Enclosure No. 1**.
4. The participants to this activity are Schools Heads, Senior Bookkeepers, and Administrative Assistants – Budget from Secondary Implementing Units.



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5. The participants are advised to bring the following:
 - a. Laptop and extension cord
 - b. Copy of FY 2024 National Expenditure Program (NEP)
 - c. Copy of FAR 1 as of September 30, 2023
 - d. Copy of Monthly Expenditure Program
 - e. Calculator
6. Food expenses shall be charged to the Division MOOE while travel expenses of the participants from their station to the venue and vice versa are chargeable against School MOOE, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Enclosure No. 1 of DM No. 421, s. 2023

PROGRAM MATRIX

November 22, 2023

TIME	ACTIVITY
8:30 a.m. - 9:00 a.m.	Registration
9:00 a.m - 10:00 a.m.	Opening Program
10:00 a.m - 12:00 p.m.	Update on the Latest Issuances for Budget, Accounting, and Audit Rules and Regulations
12:00 p.m. - 1:00 p.m.	LUNCH BREAK
1:00 p.m - 4:00 p.m.	Workshop Proper
4:00 p.m. - 4:30 p.m.	Open Forum (Issues and Concerns)
4:30 p.m. - 5:00 p.m.	Closing Program