



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

DIVISION MEMORANDUM

No. 470, s. 2022

NOV 18 2022

**PREPARATION AND ENCODING OF
2022 BUDGET EXECUTION DOCUMENTS (BED)**

To: OIC-Asst. Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Secondary School Heads (IUs)
Accountant III
Administrative Officer V - Budget
All Others Concerned

1. There will be a workshop on the **Preparation and Encoding of 2022 Budget Execution Documents (BED)** on **November 22, 2022**, Tuesday, 8:00 a.m. to 5:00 p.m., at Bantayan National High School, Kabankalan City.

2. The number of participants to this activity are the following:

PARTICIPANT	NO.
Division Accounting Office	4
Division Budget Office	2
Administrative Assistant III (IUs)	10
Administrative Assistant II (IUs)	<u>10</u>
<i>Total</i>	<u>26</u>

3. The participants are advised to have their temperature checked, wear face mask and observe physical distancing. They are also advised to bring the following:

- AIP, ASP, APP, PPMP and MCP 2023
- Working Papers
- Laptop and Extension cord
- Wireless Connection

4. The food, travelling and other expenses are chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.



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

LEA C. BELLEZA EdD

OIC – Assistant Schools Division Superintendent
In-Charge of the Division



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