



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

November 4, 2021

DIVISION MEMORANDUM
NO. 263, s. 2021

**PREPARATION AND ENCODING OF
2021 BUDGET EXECUTION DOCUMENTS (BED)**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
Secondary School Heads (IUs)
Accountant III
Budget Officer
All others concerned

1. There will be a workshop on the **Preparation and Encoding of 2021 Budget Execution Documents (BED)** on November 17, 2021, Wednesday, 8:00 a.m. to 5:00 p.m., at Marañon Building – ERAMS West, Kabankalan City.

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

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

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, ASB, APP, PPMP and MCP 2022
- Working Papers
- Laptop and Extension cord
- Wireless Connection



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4. The food and other expenses are chargeable to Division HRTD Funds while travelling expenses are chargeable to School MOOE subject to the usual accounting and auditing rules and regulations.

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

NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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