



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS (Implementing Units)

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : SEMINAR-WORKSHOP ON THE CONDUCT OF FY 2019
BUDGET EXECUTION DOCUMENTS (BEDs)

DATE : October 24, 2018

1. In compliance with the guidelines stated in National Budget Circular No. 573, dated January 3, 2018, Guidelines on the Release of Funds, the Finance Division will conduct Seminar-Workshop for FY 2019 Budget Execution Documents (BEDs) and online submission to DBM in all the Schools Division Offices and Implementing Units which will be held on **November 20-23, 2018**, venue to be announce on a separate issuance from this Office, Host: CITY DIVISION OF TAYABAS.
2. As we need to prepare for shift to Annual Cash-Based Budget, agency shall ensure that operations are on schedule and appropriated budgets can be fully disbursed within the fiscal year. Per agreement during the conduct of the Two-Day Finalization on Reconciliation of PSI-POP Vs. Payroll and FY 2019 National Expenditure Program, all School Division Offices shall conduct their FY 2019 BEDs as pre-work activity on **November 12-16, 2018** and inform the Finance Division on the date of your scheduled SDO BEDs activity.
3. Participants to this activity are the School Division Offices Accountants, Budget Officers, School Accountants/ Senior Bookkeepers of Implementing Units. Financial staff who will be involve in this activity shall be responsible on the review and validation of the reports before submission to oversight agencies concerned. Participants will bring the needed documents, Laptops and extension cords during the conduct of the activity, please refer to the attached Annex 'A' for the breakdown of participants.



Trunk Line: (02) 682-5773 / 684-4914 / 647-7487
Fax: (02) 682-2114
Website: depedcalabarzon.ph
Facebook: DepEd R-4A Calabarzon
E-mail: region4a@deped.gov.ph



4. A registration fee of Two Thousand Pesos (Php 2,000.00) per day shall be charged for each participant chargeable against local funds subject to the usual accounting and auditing rules and regulations. Strict compliance on the number of participants shall be observed and each division is required to submit through fax the confirmation of participants to the Host Division (c/o SDO Accountant/Budget Officer of the Host Division).
5. Please be guided accordingly.