



## MEMORANDUM

**TO :** RAQUEL F. ESGUERRA / Accountant III  
RAGAAM V. DELA CRUZ/ Admin. Officer V-Budget Officer III  
ALL SENIOR BOOKKEEPERS OF IMPLEMENTING UNITS  
KRISTEL MAY C. MENDOZA/ Senior Bookkeeper-Dalig NHS  
PRINCESS F. SANTIAGO/ Administrative Assistant I-Budget Unit

**FROM :** DR. ROMMEL C. BAUTISTA, CESO V  
City Schools Division Superintendent

**SUBJECT :** Division Seminar-Workshop on the Conduct of FY 2019 Budget Execution Documents (BEDs)

**DATE :** November 6, 2018

In compliance with the Regional Memorandum No. DEPED-4A-09-RM-18-678, Re: Seminar-Workshop on the Conduct of FY 2019 Budget Execution Documents (BEDs), the Division of Antipolo City will conduct a 2-day live-in workshop to be held on November 15-16, 2018, venue to be announced.

The Objective of this Seminar-Workshop is to ensure that operations are on schedule and appropriated budgets can be fully disbursed within the fiscal year.

Things to bring during the Workshop:

1. Laptop
2. Pocket Wifi
3. Extension Wire
4. Needed documents

A registration fee of Two Thousand Pesos (Php 2,000.00) per day shall be charged from the Division and School MOOE Fund (GAA 2018) subject to the usual accounting and auditing rules and regulations.

Immediate dissemination and widest dissemination of this Memorandum is desired.

UM No. 348, s. 2018  
Budget.rvdc.pfs



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.



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.