



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

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27 July 2021

DIVISION MEMORANDUM  
No. 293, s. 2021

**Virtual Seminar-Workshop on the Preparation and Submission of FY 2022  
Budget Execution Documents**

To: **Public Elementary School Heads**  
**Public Secondary School Heads**  
**School Bookkeepers**  
This Division

1. This Office will conduct a Virtual Seminar-Workshop on the Preparation and Submission of FY 2022 Budget Execution Documents on August 9-11, 2021 which will be spearheaded by the Finance Office. The field is hereby required to submit the FY 2022 Budget Execution Documents (BEDs) on or before August 11, 2021.
2. Participants of the said activity are the public elementary and secondary school heads, bookkeepers, and finance personnel.
3. Participants are required to bring the following:
  - a) Approved School Improvement Plan
  - b) Approved Annual Implementation Plan
  - c) Draft of FY 2022 Budget Execution Documents
  - d) Supporting Schedule
4. Further, School Heads are directed to prepare a draft of the FY 2022 Budget Execution Documents based on the FY 2021 School MOOE since the Department of Budget and Management has not yet issued the National Expenditure Program for FY 2022.
5. Moreover, to have a convenient checking and reviewing of the BEDs, the submission will be done using Google sheets. Listed below are the guidelines for the submission:
  - a. create a folder (NAMESCHOOL\_FY2022\_BEDs) containing the following files and rename it accordingly:
    - i. file1 - Annual Procurement Plan (APP)-CSE (rename as NAMESCHOOL\_APP\_CSE)

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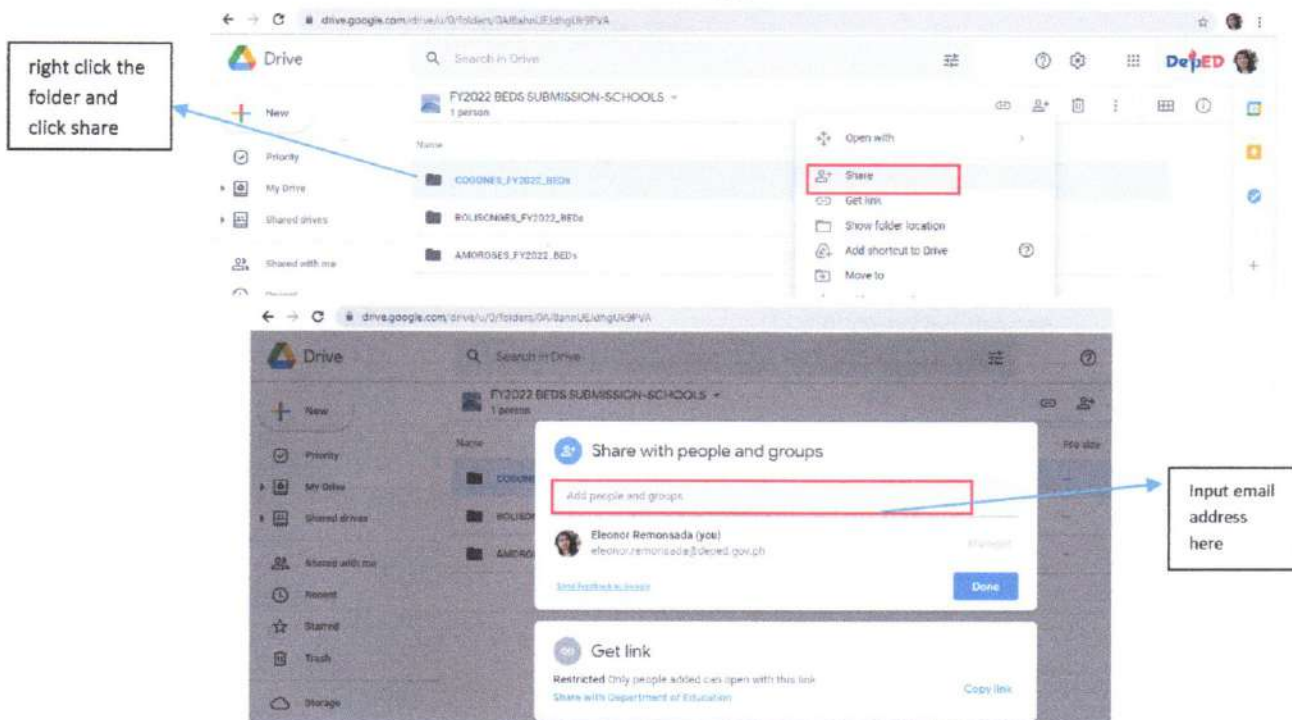
Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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- ii. file2 - Annual Procurement Plan (APP)-Non-CSE (rename as NAMESCHOOL\_APP\_Non-CSE)
- iii. file3 - Project Procurement Plan Management Plan (PPMP) (rename as NAMESCHOOL\_PPMP)
- iv. file4 Technical Specifications (rename as NAMESCHOOL\_Tech\_Specs)
- v. file5 - School Operating Budget (SOB) (rename as NAMESCHOOL\_SOB);

- b. upload the folder in the shared Google drive <https://drive.google.com/drive/u/0/folders/OAI8ahnUEJdhgUk9PVA>;
- c. share the folder to the following personnel:



Name	Email address	
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Respective School Head		commentator

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- d. printing of the final copy will be advised after checking and review.
6. Schools are urged to undergo review and evaluation of School Improvement Plan (SIP) and adjust accordingly to respond to the circumstances and eventualities in the areas where the school operate.
  7. Meal expenses are chargeable against the Division HRTD downloaded fund subject to the usual accounting, budgeting and auditing rules and regulations.
  8. This Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
  9. For information, guidance and strict compliance.

**OLGA C. ALONSABE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

FINANCE

SUBMISSION

OSDS/emr



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