



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

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**Office of the Schools Division Superintendent**

August 23, 2022

DIVISION MEMORANDUM

No. 368, s. 2022

**SEMINAR-WORKSHOP ON THE PREPARATION AND SUBMISSION OF FY 2023  
BUDGET EXECUTION DOCUMENTS**

To: **All Public Elementary School Heads**  
**All Public Secondary School Heads**  
**Finance Personnel**  
**Bookkeepers**  
**Supply Office Personnel**  
**Select BAC Secretariat**  
**This Division**

1. This Office will conduct a Seminar-Workshop on the Preparation and Submission of FY 2023 Budget Execution Documents (BEDs) on September 7-9, 2022, at the Division Conference Hall, Jade Building, El Salvador City Division Office.
2. The expected participants of the activity are the public elementary and secondary school heads, bookkeepers, finance personnel, supply office personnel and select BAC secretariat.
3. All school heads are directed to prepare a draft of their FY 2023 Budget Execution Documents to ensure timely submission of the Final BEDs.
4. Participants are required to bring the following:
  - a. Approved School Improvement Plan;
  - b. Approved Annual Implementation Plan;
  - c. Draft of FY 2023 Budget Execution Documents;
  - d. Laptop;
  - e. Extension Cord; and
  - f. Pocket Wifi.

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5. All schools shall strictly comply with the submission of the Budget Execution documents on time. The deadline for submission is on September 9, 2022 at 5:00 o'clock in the afternoon. List below are the required Budget Execution documents:
  - a. Annual Procurement Plan-CSE;
  - b. Annual Procurement Plan-Non CSE
  - c. Project Procurement Management Plan (PPMP);
  - d. School Operating Budget; and
  - e. Technical Specifications.
6. Enclosed is the Schedule of Participants for your reference.
7. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
8. For information, guidance, and strict compliance.

  
**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

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

WORKSHOP-BEDs FY 2023

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**Preparation and Submission of FY 2023 BEDS  
SCHEDULE**

No.	SCHOOL	BOOKKEEPER	SCHOOL HEAD	September 7	September 8	September 9
1	AMOROS ES	CHARISSE A. BACULIO	SAMMY TRES S. REYES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	BOLISONG ES	EDJIE P. DAGOPIOSO	LETECIA O. PAGAYON	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	COGON ES	MARILOU B. PAGLINAWAN	JACKELINE L. OCON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	EL SALVADOR CCS	ALSAMEL JANE B. PAISANO	MELANIE M. LIGUTOM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	HIMAYA ES	ALSAMEL JANE B. PAISANO	JOVEL C. LABIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	HINIGDAAN ES	EDJIE P. DAGOPIOSO	ANALYN G. FABRIA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	KALABAYLABAY IS (ELEM)	DIANNE L. SUGUILON	DOREEN P. MARTINEZ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	KALABAYLABAY IS (JHS)	DIANNE L. SUGUILON	DOREEN P. MARTINEZ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	KIBONBON ES	RUBY FLOR M. SINCO	JESSICA MARIE B. RAMOS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	MOLUGAN CS/BADIANGON ES	LEABETH P. SALVA	IAN KHAY H. CASTRO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	PEDRO SA BACULIO ES	RUBY FLOR M. SINCO	HELEN S. PALASAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	SAMBULAWAN ES	EDJIE P. DAGOPIOSO	ROSEMARIE U. SAGUING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	SAN FRANCISCO DE ASIS ES	EVERLYN M. CAÑETE	JIGGER M. TOMARONG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	SINALOC ES	CHARISSE A. BACULIO	MA. LEALOU C. NOB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	TAYTAY ES	LEABETH P. SALVA	ROGER E. PAGAYON	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	ULALIMAN ES	RUBY FLOR M. SINCO	ZIGGER M. VILLAHERMOSA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	EL SALVADOR CITY NHS	LEABETH P. SALVA	NEMELIE P. RAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	COGON NHS	MARILOU B. PAGLINAWAN	CHUCHIE A. QUIRING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19	HINIGDAAN NHS	MARILOU T. RAS	REBECCA B. NAMOC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	HIMAYA NHS	CARLOS D. AGERO JR.	SALVADOR T. BENDIJO III	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21	MOLUGAN NHS	CLARK AIRON G. UNSON	MARIVIC S. TORRES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	SAMBULAWAN NHS	CHARISSE A. BACULIO	JOHN FRANKLIN C. DRESSER	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23	SAN FRANCISCO DE ASIS NHS	EVERLYN M. CAÑETE	MARK ANTHONY G. ARRIETA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24	SINALOC NHS	EVERLYN M. CAÑETE	RAPHY B. BUMA-AT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>