



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

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**11 October 2022**

DIVISION MEMORANDUM

No. 448, s. 2022

**REGIONAL WORKSHOP ON THE PREPARATION AND SUBMISSION OF FY 2023  
BUDGET EXECUTION PLANS**

To: **Maricel B. Jangao** -Accountant III  
**Stephanie P. Saligumba** -Budget Officer III

1. You are hereby directed to attend the Regional Workshop on the Preparation and Submission of FY 2023 Budget Execution Plans at the DepEd Regional Office X, Audio-Visual Center (AVC), Third Floor, Main Building, Zone 1, Upper Balulang, Cagayan de Oro City, on October 13.
2. The activity is aimed at complying with the DBM Circular Letter (CL) No. 2016-9 dated October 27, 2016, as amended under CL No. 2017-12 dated October 19, 2017, and the CL No. 2018-10 dated November 8, 2018, requiring the submission of the Annual Budget Execution Plans through encoding via the Department of Budget and Management (DBM)- Unified Reporting System (URS), on November 16-29.
3. The participants shall submit on or before October 21 the consolidated FY 2023 Budget Execution Plans (Budget Execution Document (BED) No. 1-Financial Plan and BED No. 3-Monthly Disbursement Program).
4. Please refer to the prescribed format for BED No. 1 in DBM CL No. 2017-10 dated November 8, 2018, and for BED No. 3 in DBM CL No. 2016-9 dated October 27, 2016, with the required BEDs based on the FY 2023 National Expenditure Program (NEP).
5. The participants' transportation expenses shall be charged to local funds, subject to regular accounting and auditing rules and regulations.
6. This memorandum will serve as the Authority to Travel.

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7. This activity shall adhere to the Equal Opportunity Principle 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 and guidance.

  
**OLGA C. ALONSABE, Ph.D., CESO V**  
Schools Division Superintendent 

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