



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

Office of the Schools Division Superintendent

October 3, 2023

DIVISION MEMORANDUM

No. 428, s. 2023

**SEMINAR-WORKSHOP ON THE PREPARATION AND SUBMISSION OF FY 2024
BUDGET EXECUTION DOCUMENTS**

To: **All Public Elementary School Heads
All Public Secondary School Heads
Finance Personnel
Administrative Officer II
Bookkeepers
School BAC-Chair
This Division**

1. This Office will conduct a Seminar-Workshop on the Preparation and Submission of FY 2024 Budget Execution Documents (BEDs) on October 12, 2023, 9:00 AM-5:00 PM via MS Teams. Link will be provided 2 hours before the official time.
2. The expected participants of the activity are the public elementary and secondary school heads, bookkeepers, School BAC-Chair and Administrative Officer II.
3. All school heads are directed to prepare a draft of their FY 2024 Budget Execution Documents to ensure timely submission of the Final BEDs.
1. Schools are advised to review and evaluate their School Improvement Plan (SIP) and adjust accordingly to respond to the circumstances and conditions in the area where the school operate.
2. All schools shall strictly comply with the submission of the Budget Execution documents on time. The deadline of submission is on October 16, 2023 at 5:00 o'clock in the afternoon. Below are the required Budget Execution documents:
 - a. Annual Procurement Plan-CSE;
 - b. Annual Procurement Plan-Non CSE;

OSDS/LMCA



Address: Zone 3, Poblacion, El Salvador City
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- c. Project Procurement Management Plan (PPMP);
- d. School Operating Budget; and
- e. Technical Specifications.

Printing of the final copy will follow after checking and review.

3. 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.
4. For information, guidance, and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

WORKSHOP-BEDs FY 2024

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